

Community Services

Strategy and Policy

Office for Aboriginal and Torres Strait Islander Affairs

Coordination and Engagement

Executive Assistant

Administrative Services Officer Class 4

Salary Range: \$66,656 - \$72,175 (PN: 33337)

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Executive Assistant to the Director for the Office for Aboriginal and Torres Strait Islander Affairs in the Executive Team. The position requires a highly motivated person to provide high-level administrative and secretarial support to manage the workflow of the Director and Senior Management. The successful applicant must have the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with Government and non government officer, prioritising and monitoring tasks and work activities; Co-ordinating and following up on incoming/outgoing documentation; Arranging appointments, travel etc. Develop and maintain effective administrative systems/practices; and Tracking and managing the flow of incoming and outgoing documents using TRIM. Undertake research tasks and prepare less complex responses to briefs and correspondence. Liaise with the office of the Executive Director, Deputy and Director-General and maintain effective working relationships across the Directorate. Examine and evaluate reports, submissions and information submitted to the Directors and ensure completion and accuracy.

Eligibility/Other Requirements: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Contact Officer: Jacob Collins (02) 6205 0884 jacob.collins@act.gov.au

For further information, please visit www.jobs.act.gov.au

Applications Close: 24 August 2017