

Senior Adviser

Location: Melbourne CBD

Salary: \$96,942 to \$117,293 + super.

Position No: 931558

- **Are you enthusiastic and self-motivated?**
- **Do you enjoy working in a team environment?**
- **Are you looking for a new challenge?**

We are seeking someone with excellent organisational and time management skills, teamed with sound judgement and an honest and ethical approach.

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.

As Senior Adviser you will require to have demonstrated experience in leading and managing a small team, and providing responsive, authoritative advice on complex issues.

You will have a strong ability to juggle priorities and competing demands in a fast paced environment while maintaining absolute attention to detail. You are responsible for providing guidance and services to support the Executive Director, Strategy and Performance and other divisional executives to support the achievement of strategic and operational objectives of the Division.

This role will require you to provide responsive, succinct, sophisticated and authoritative written and verbal advice on a range of policy, program and operational issues to influence departmental policy direction and decision-making. You will manage projects, maintain effective communications with direct report whilst providing seamless and integrated support to the executive team.

A degree in business administration/business management, management, public administration or relevant work experience would be highly desirable.

This is an ongoing position

To be considered for this position, your application should include a supporting statement demonstrating that you meet the key selection criteria and any job requirements specified in the position description.

**To apply online and for further information on position description
and selection criteria visit**

www.careers.vic.gov.au

Applications close at midnight Wednesday 13 February 2019.