

# Senior Adviser, Office of the Secretary

**Location: Melbourne CBD**

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

**Position No: 922932**

- Great location
- Flexible working conditions
- 2 year fixed term position

**We are looking for a motivated and dedicated professional to undertake the role of Senior Adviser, Office of the Secretary.**

*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.*

This challenging and exciting role includes the core functions of: (i) policy oversight and integration, working collaboratively across the Department to support Cabinet processes, Ministerial briefings and cross-portfolio initiatives; (ii) providing support and advice for the Secretary's membership of whole-of-government committees and board memberships; and iii) other priority project and coordination support as required.

The applicant will require experience in providing strategic advice to senior executives and have great relationship skills, a good knowledge of departmental and government processes, the ability to work with limited supervision, and excellent judgement and discretion.

**This is a fixed term position available for a period of 2 years.**

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](http://www.careers.vic.gov.au)**

**Applications close at midnight Sunday 28 April 2019**