

# Executive and Project Support Officer

**Location: 8 Nicholson St, East Melbourne**

**Salary: \$68,884 to \$83,640 + Super**

**Position No: 50926799**

- Support role
- Use your executive assistant and project management skills
- Location: 8 Nicholson St, East Melbourne

**Use your multi-tasking skills to assist this forward-thinking state government department.**

*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.*

The Department of Environment, Land, Water and Planning (DELWP) has a requirement to fill a fixed term position for an Executive and Project Support Officer, to provide executive and project support activities for the Director of the Office of the Deputy Secretary, and, the Director of Business Operations. Further, this role provides secretariat support to the Senior Executive Leadership Team (SELT), which is the decision making and governance body of the Forest, Fire and Regions Group (FFRG). This is a hybrid role that entails traditional Executive Assistant duties, as well as Project Management.

The successful candidate has previously supported executive leadership; has demonstrated experience in diary and email management, 'deadline management,' maintaining administrative support systems and processes, and assisting with the preparation of Ministerial correspondence and briefings. They always apply discretion in the course of their work in relation to confidential and sensitive matters.

However, there is more to this role which involves assisting both Directors to achieve project objectives within the Forest, Fire and Regions Group. We require a candidate who can use their project management skill set, to assist in monitoring project objectives and be a key person in supporting both Directors. In doing so you have a natural and keen ability to apply critical thinking and problem-solving techniques to work through project bottlenecks.

You have achieved a Super Hero status from your previous colleagues and managers for being extremely organised in your multi-tasking— they have relied on you to successfully deliver on projects that helped your team meet its objectives. You keep your finger on the pulse of every project you have managed. This style of work comes natural to you, you do not get flustered, distracted or overwhelmed; and are able to stay on course whilst multiple projects occur simultaneously.

You will bring your excellent secretariat skills and solid relationship management capability. You will be a team-oriented employee, have volumes of energy and professional enthusiasm that will lead you to demonstrate the required initiative and flexibility. Your reliable communication, stakeholder engagement and negotiation skills will be utilised as you navigate complex issues, conversations, expectations and the general demands and priorities of the role.

This is a fixed term position available until 30 June 2021.

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 Tuesday, on 24 September 2019.**