

Executive Officer

You. At the centre of big ideas.

- **Are you passionate about providing high level executive support and leading strategic projects to improve outcomes for Aboriginal people and communities?**
- **Ongoing role – Based in Mascot with flexible work arrangements available**

About the Role

An exciting opportunity is now available to manage and coordinate the activities of the Office of the Deputy Secretary, Aboriginal Affairs. This role will provide high-level management and expert advice on strategic and operational issues and lead strategic projects within and across the Group and with key stakeholders.

You. Our Ideal Candidate

- You thrive in a fast-paced environment, supporting the Executive to achieve.
- You are well versed in coordinating and preparing strategic advice, information and reports.
- You are passionate about working alongside Aboriginal people and communities to support the long-term social, cultural and economic aspirations of Aboriginal people in NSW

How to Apply

Your application should include:

- an up-to-date resume which clearly details your relevant skills and experience (maximum 5 pages).
- a cover letter (maximum two pages) including your response to the two targeted questions:
 1. Describe how your skills and experiences meet the requirements for this position
 2. Provide an example of where you have leveraged the strengths of others to develop better processes and approaches.

The selection process may include a range of assessment techniques to assist hiring managers in determining your suitability for the role.

Candidates can request a reasonable adjustment throughout each step of the recruitment process. If you require a reasonable adjustment to the recruitment process, please note this in your application.

A recruitment pool may be created from this recruitment action for ongoing and temporary roles for this role or similar roles that may become available over the next 18 months.

Salary: Clerk Grade 11/12. Total remuneration package \$168,804 includes base salary (\$131,094 to \$151,609) plus employer's contribution to superannuation and annual leave loading.

This is a Targeted Role

Aboriginal targeted roles do not necessarily have a direct role working with Aboriginal people nor work specifically on Aboriginal issues. However, roles are sometimes targeted to improve employment outcomes for Aboriginal people, in line with Departmental objectives.

Closing Date: Sunday 18 September 2022 at 11:59 pm

For enquiries regarding this role, please contact Johanna Westbrook, Associate Director, People, Culture and Talent on 0418 811243 or johanna.westbrook@dpc.nsw.gov.au

Applicants must apply through iworkfor.nsw.gov.au search using **000092WB**