



Executive Assistants (Canberra) – Multiple Positions

Location: Woden, ACT
Classification: APS 4, APS 5
Salary: \$69,865 - \$82,468

The Opportunities

We are seeking a number of Executive Assistants (EA) at the APS 4 and APS 5 classifications to provide high-level executive and administrative support to our NIAA Executives including diary management, coordination of meetings, management of incoming communications and Branch/Group support as appropriate. The roles also require working closely with our internal EA and Executive Officer networks. Working under limited direction and closely with our Executives you will undertake operational and administrative duties to support the Agency.

This recruitment round will be used to fill a number of immediate vacancies and to establish a merit pool that can be accessed for a period of 12 months from the date of advertisement.

APS 4 Executive Assistants:

APS 4 Executive Assistants are required to support up to two Branch Managers (SES Band 1) and coordinate the administrative functions and operations of the Branch Managers' work places. NIAA EA's will actively participate in the NIAA Executive Assistant cohort and contribute to the NIAA's organisational culture. EA's will actively uphold and promote NIAA's Values and Behaviours as well as the APS Code of Conduct and Values throughout the organisation.

The duties of the APS 4 Executive Assistant roles generally include, but are not limited to:

- Act as the first point of contact for your Branch Manager(s) by providing high level client services to all internal and external stakeholder including assisting with enquiries, correspondence and operational issues;
- Provide administrative support to senior officers as directed, including diary and email management, control and coordination of correspondence and other documentation (both electronic and paper based), conduct of minor research, and efficient use of office systems;
- Organisation of meetings including collation of papers, venue and catering as required;
- Organise travel arrangements;
- Provide personnel support for the senior executives, including management of staff onboarding, separations and HDA requests;
- Procurement requirements, including credit card reconciliation and compliance reporting;
- Manage computer-based applications for the work area and prepare associated reports;
- Undertaking filing and records management functions ensuring records are accurate, complete and are managed in accordance with departmental policy;
- Compliance with internal policies and required legislation; and
- Other duties as required to support the branch(es).

APS 5 Executive Assistants:

APS 5 EA's will support a Group Manager (SES Band 2) and coordinate the administrative functions and operations of their work place. In addition to the above, duties of the APS 5 Executive Assistant roles include, but are not limited to:

- Provide high level administrative support to senior executives as directed;
- Work with the Executive Officer (EO) to provide coordinated and highly professional support to the SES and the Group;
- Conduct research, control and coordination of correspondence and other documentation; including quality control and the preparation of more complex correspondence and reports, and efficient use of office systems and exercise of financial delegations;
- Maintain computer-based applications and manipulate data to provide stakeholders and senior management with timely, accurate and useful data and reports;

- Respond to requests from stakeholders and senior management for information or advice on policy, administrative or operational matters including advice of a technical or specialist nature; and
- Assisting, mentoring and effectively engaging with other Executive Assistants to foster a one team focus within the Group and across the organisation as part of the NIAA Executive Assistant leadership cohort.

Our Ideal Candidates

Our ideal candidates will be administrative and/or Executive Assistant professionals who are self-starters, have good judgement, are organised, and results oriented. You will have experience in providing support to senior executives and a demonstrated capacity in liaising and working professionally with a diverse range of people. You will have great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high pressure working environment. You should also be comfortable working with technology and operating in a flexible and dynamic workspace.

In addition, our ideal candidates will have the following skills and experience:

- A high level of professionalism, discretion, sensitivity and interpersonal skills;
- Demonstrated resilience and proven capacity to work in a fast paced and often high pressure environment with limited supervision;
- High level organisational skills and the ability to multi-task and work under pressure to meet deadlines;
- Good written and verbal communication skills including the ability to negotiate with a broad range of audiences;
- An ability to anticipate stakeholder needs, both internally and externally, coupled with the ability to use initiative, discretion and maintain a high level of confidentiality; and
- Understanding and application of the APS Code of Conduct and Values.

Identified Positions

These positions are Identified which signifies that the roles have a strong involvement in issues relating to Aboriginal and Torres Strait Islander people.

These positions are required to liaise with Aboriginal and Torres Strait Islander people, communities and service providers. To be successful in the roles you will require cultural competency, including:

understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples

demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples demonstrated capability and commitment to continue to develop cultural competency.

Eligibility

To be eligible for this position you must be an Australian Citizen.

Security Clearance Required

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

Contact Officer

For more information about the role, please contact Courtney Barker on 02 6152 3045 or at Courtney.barker@niaa.gov.au.

Please Note – This is an unclassified web based recruitment system so your application must not contain any classified or sensitive information. This includes in your one page pitch and resume.

Application Closing Date: 07-Mar-2021

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**