



# Application package - Senior Executive Assistant

<b>Position title:</b>	<b>Senior Executive Assistant</b>
<b>APS Level:</b>	APS6
<b>Salary package:</b>	Salary package from \$101,311 to \$115,732 (includes base salary of \$87,791 to \$100,288 plus 15.4% superannuation) * * Base salary is anticipated to increase 4% March 2024
<b>Position offered:</b>	Ongoing full-time <i>Flexible working arrangements available including hybrid working</i>
<b>Office location</b>	Level 7, 309 Kent St, Sydney CBD
<b>Closing date:</b>	13 <sup>th</sup> November 2023 at 10:00am
<b>Contact Officer/s:</b>	Anne Beath – Operations Executive Manager
<b>Contact number:</b>	(02) 9432 7006

## About the opportunity

This is a permanent opportunity that will suit someone with extensive experience providing high level and effective support to busy senior executives.

The Senior Executive Assistant provides administrative support to the Chief Executive Officer and the Chief Operating Officer. It is a critical position that requires sound judgement, attention to detail and outstanding organisational and communication skills. To succeed in this role, you will be a proactive problem solver with a flexible attitude and the ability to manage competing priorities.

The role brings you into regular contact with senior members of government and the private sector or their representatives. You are confident and professional in these interactions.

You are a critical communication point between the senior executive and executive managers and collaborate with every member of the Agency. You are well-spoken and write well. You display discretion and protect the sensitive information entrusted to you.

The Senior Executive Assistant has a dual reporting line to the CEO and COO.

# About our Agency

The Workplace Gender Equality Agency (WGEA/Agency) is an Australian Government agency that exists to promote and improve gender equality in Australian workplaces through the provision of advice and assistance to employers and the collection, analysis and publication of workplace data.

At WGEA you will be part of a team of high achievers who are passionate, friendly, and fun. We understand what working flexibly means. We pride ourselves on being a respectful, diverse and inclusive workplace. We encourage and welcome applications from people of all genders, First Nations people, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

## You will have

- extensive experience in a senior executive assistant role
- excellent operational, coordination and organisational skills
- strong communication and liaison skills with senior people in government and the private sector
- attention to detail and ability to maintain confidentiality of sensitive information.
- the ability to work autonomously and collaboratively with the WGEA team.
- a willingness to be adaptable to achieve what needs to be done in any environment.

## We value each team member's contribution and offer

- a leadership team that drives a culture of diversity and inclusion
- a work environment that has high purpose, recognises achievements and values innovation.
- a commitment to balancing the demands of our roles with flexibility in working arrangements.
- secure ongoing employment with attractive remuneration.

Further information about our Agency is available at [www.wgea.gov.au](http://www.wgea.gov.au)



# Position description

Position number:	54894
Position title:	Senior Executive Assistant
APS Level:	APS6
Position:	Ongoing Full time ( <i>Flexible working arrangements available</i> )

## The role

This is a permanent opportunity that will suit someone with extensive experience providing high level and effective support to busy senior executives.

The Senior Executive Assistant provides administrative support to the Chief Executive Officer and the Chief Operating Officer. It is a critical position that requires sound judgement, attention to detail and outstanding organisational and communication skills. To succeed in this role, you will be a proactive problem solver with a flexible attitude and the ability to manage competing priorities.

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The Senior Executive Assistant has a dual reporting line to the CEO and COO

## The key duties of the position include:

- diary and some email management, travel and credit card reconciliation for two senior executives
- proofreading or drafting written materials, drafting agendas and taking minutes at meetings
- communication and collaboration with internal and key external stakeholders
- undertaking coordination activities for the CEO or COO, including whole of Agency input or responses to government processes such as Senate Estimates

## Capabilities

We are seeking an individual with the following skills and capabilities:

- experience in providing executive assistance (CEO or COO level or equivalent) with limited supervision.
- a well-spoken professional who writes well
- experience in managing a broad cross-section of senior stakeholders.
- ability to exercise judgement, discretion, and maintain confidentiality.
- excellent organisational skills, including attention to detail, the ability to work under pressure, establish priorities and meet competing deadlines.



# How to prepare your application

## Agency eligibility criteria

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise in writing. Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role. All staff are required to have a minimum baseline security clearance. Baseline security clearances require you to be an Australian Citizen and meet AGSVA criteria.

Successful applicants will also be required to successfully pass a National Criminal History check.

## Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives. You can tell us in your application, or when called in for interview, if you need any adjustments to help you participate equally in the selection process.

## RecruitAbility

The Agency is committed to supporting the employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into RecruitAbility and meet the minimum requirements for the vacancy.

How do you opt into RecruitAbility?

Simply note in your cover letter that you wish to:

1. Opt into RecruitAbility, as you have a disability (definition as defined by [Australian Bureau of Statistics](#))
2. Clearly show how you meet the requirements of the vacancy with our Agency.

## Questions about the position

The contact officer is available to answer any questions you have about the position. Their contact details are on page one of this application package.

## Lodging your application

Your application should be emailed to **[recruitment@wgea.gov.au](mailto:recruitment@wgea.gov.au)**.

Late applications will not be accepted unless exceptional circumstances exist.



## Preparing your application

Use the attached checklist to ensure you include all relevant information and documentation.

## Selection Panel

A selection panel (usually three people) will be formed to consider all applications and develop a shortlist of applicants for further assessment via a video interview that includes a short practical exercise reflective of the kind of work the position will do.

## Availability for interview

We make hiring decisions based on your experience, skills and passion, as well as how you can enhance WGEA and our culture. Please note that interviews are conducted virtually. When you apply, please tell us the pronouns you use and any reasonable adjustments you may need during the interview process.

If you are shortlisted for an interview, you can expect at least two days' notice. If you are not short-listed for interview, you will be notified in writing. Interviews are planned to occur in early November with offers expected to be made within two weeks of interview.

# Application Checklist

Prior to sending your application email to [recruitment@wgea.gov.au](mailto:recruitment@wgea.gov.au), use the below to ensure you have included all relevant details.

Have you included in your application cover letter and/or CV/Resume:

- Your full name, contact phone number, and personal email address.
- Title of the role you are applying for
- Relevant diversity information
- If you wish to opt into RecruitAbility (information detailed in how to prepare your application)
  - If you meet the Agency eligibility criteria, confirmation of your Australian citizenship, along your ability to successfully clear a National Criminal Records Check upon engagement
- Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
  - Any further relevant information.

Have you attached to your email:

- A cover letter/statement outlining how your skills, experience and qualifications will help you to meet the capability requirements of the role (one page).
- Your CV/Resume which provides a summary of your work experience