



Application package

Position title:	Executive Assistant to CEO
APS Level:	APS5
Salary package:	Salary package from \$97,782 to \$103,608 (includes base salary of \$84,733 to \$89,782 plus 15.4% superannuation)
Position offered:	Full-time or part-time (3-4 days), ongoing <i>Flexible working arrangements available</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	Friday 14 th June 2024 (10am)
Contact Officer/s:	Anne Beath – Operations Executive Manager
Contact number:	(02) 9432 7006

This application package includes information on our Agency, the role, how to prepare your application and the selection process.

About the opportunity

The Executive Assistant provides administrative support to the Chief Executive 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 and changing priorities.

The role requires regular contact with senior members of government, and the private sector or their representatives. A confident and professional approach is essential in these interactions establishing and maintaining excellent working relationships.

You are a critical communication point between the CEO and Executive Team collaborating with every member of the Agency, where you display discretion protecting the sensitive information entrusted to you. Your calm and collaborative approach with a singular focus on delivery will be key, coupled with significant experience in providing senior executive support in an agency driving change and improvements.

The Executive Assistant to the CEO is 3-4 days per week, ideally spread over 5 days (negotiable). Full time is also available with additional Operations Team responsibilities. Work can be undertaken from home, in the Sydney office or a combination of both.

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.

Our Agency is looking for this role to have:

- proven experience in providing executive assistance (CEO or equivalent) with limited supervision.
- confident well-spoken professional with strong written communications skills
- experience in managing a broad cross-section of senior stakeholders and maintaining professional working relationships.
- ability to exercise judgement, discretion, and maintain confidentiality.
- excellent operational, coordination and organisational skills, including attention to detail, the ability to work under pressure, establish priorities and meet competing deadlines.
- 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



Position description

Position number:	54894
Position title:	Executive Assistant to the CEO
APS Level:	APS 5
Position:	Ongoing Part time 3-4 days (22.5 to 30 hours over 5 days) or Full time Flexible working arrangements

The role

The Executive Assistant provides administrative support to the Chief Executive 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 and changing priorities.

The role requires regular contact with senior members of government, and the private sector or their representatives. A confident and professional approach is essential in these interactions establishing and maintaining excellent working relationships.

You are a critical communication point between the CEO and Executive Team collaborating with every member of the Agency, where you display discretion protecting the sensitive information entrusted to you. Your calm and collaborative approach with a singular focus on delivery will be key, coupled with significant experience in providing senior executive support in an agency driving change and improvements.

The Executive Assistant to the CEO can be part-time 3-4 days per week (ideally spread over 5 days - negotiable) or full time (with additional Operations responsibilities). Work can be undertaken from home, in the Sydney office or a combination of both.

The key duties of the position include:

- coordinating the complex and changing CEO diary with the provision of high-level administrative support which includes diary management for meeting, hospitality, events, briefings, and presentations.
- providing the first point of contact for all Agency activities undertaken by the CEO, including managing phone calls, emails and general correspondence.
- actively anticipate CEO's needs and requirements including preparation of meeting agendas, papers and briefings, drafting of correspondence, taking of meeting minutes and collating actions for follow up.
- fostering seamless communication and collaboration with internal and key external stakeholders.
- preparing responses to routine and more complex matters, coordinating Agency responses to Parliamentary questions, preparing for Senate Estimates, collation and follow up of information and tracking of work to ensure deadlines are met.
- ensure procurement and governance processes are followed, including corporate credit card reconciliations and payment of accounts for CEO.



- administering CEO travel including advising, arranging, and reconciling travel in line with the Agency's policy requirements.
- contributing to organisation of Agency-wide gatherings.
- other duties as directed by the CEO.

Capabilities

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

- proven experience in providing executive assistance (CEO or equivalent) with limited supervision.
- confident well-spoken professional with strong written communications skills
- experience in managing a broad cross-section of senior stakeholders and maintaining professional working relationships.
- ability to exercise judgement, discretion, and maintain confidentiality.
- excellent operational, coordination and organisational skills, including attention to detail, the ability to work under pressure, establish priorities and meet competing deadlines.
- a willingness to be adaptable to achieve what needs to be done in any environment.



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 of a 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.

See the Application Checklist over page for more information.

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.



Recruitment Process

A selection panel will be formed to consider all written applications as they are received and shortlist applicants for further assessment at interview (via video call), this process may include a short practical exercise reflective of the kind of work the position will do and/or a second interview.

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 mid-June with offers expected to be made within weeks of interview.

Application Checklist

Prior to sending your application email to 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 vacancy 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.