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Executive Assistants

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Company: Astralian Government Department Of Home Affairs

Location: Australia

Category: other-general

Who can apply:

Please note this opportunity is available to current Australian Public Service employees and all eligible members of the community.

About the Department of Home Affairs:

The Department is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion.

The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs.

The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship.

A little bit about us:

The Department of Home Affairs and The Australian Border Force believe people are the Department's most important and valuable asset. We enable the delivery of government priorities and are essential to the Department's ongoing success in achieving its vision for

the future. We are all part of something bigger, where each of us play vital roles in building a secure Australia that is prosperous, open and united. [Click here](#) to see what we offer.

We continue to invest in our people and seek new approaches that will allow us to achieve our objectives in a rapidly changing and challenging environment.

Executive Assistant Employment Register:

The Home Affairs Employment Register is open to current APS employees as well as members of the community to register their interest in upcoming EA opportunities.

The Executive Assistant (EA) job role covers a range of duties and activities in support of all executive levels of the Department and the ABF.

The register enables us to access potential candidates with administrative or Executive Assistant experience at short notice for non-ongoing or temporary vacancies.

Non-ongoing or temporary employment opportunities may be offered on a full-time or part-time basis depending on business needs and requirements.

Non-ongoing opportunities will be offered for a specified term of up to 18 months.

Your registration will remain active until 15 December 2023 and we may contact you at any time about available opportunities. Once the register closes you will need maintain your interest by re-applying.

About the roles:

APS3:

Address routine, straightforward telephone and email enquiries and independently respond to internal and external queries

Monitor and track incoming documents to ensure correspondence is triaged and actioned accordingly

Provide basic quality assurance (including proof reading, editing and drafting) of documents such as briefs, minutes and other advice in accordance with departmental guidelines

Provide basic administrative support in a timely manner, including but not limited to printing and collating documents and other briefing material.

APS4:

Address routine to moderately complex telephone and email enquiries and independently respond to internal and external queries

Under general direction, prepare meetings materials, correspondence, presentations and minutes, including the administration of critical, confidential and sensitive information

Diary management, including prioritising time and drawing attention to matters of importance

Liaise with stakeholders and assist with the resolution of moderately complex matters.

APS5:

Manage and prioritise, including monitoring and tracking, incoming documents and correspondence to ensure appropriate taskings are triaged and actioned accordingly

Assist in the management of corporate functions including human resources, property and financial activities

Develop appropriate systems, procedures and controls to improve quality, efficiency and presentation of work within the Division

Under limited direction, manage and prepare meeting materials, correspondence, presentations and minutes, including the administration of critical, confidential and sensitive information.

APS6:

Undertake research and analysis, exercise sound professional judgement and use a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion

Proactively assist, pre-empt, and react quickly and flexibly to any changes in the executive's schedule, including rescheduling to achieve the required outcomes

Manage complex telephone enquiries and independently respond to internal and external queries requiring analysis

Manage and undertake corporate functions including human resources, property and financial activities.

About YOU:

Our ideal candidates are effective communicators, have great time management skills, display close attention to details, are able to manage competing priorities and manage work accordingly under the supervision of their executive.

These candidates should work with a solutions focus, using knowledge, creative thinking and sound judgement to manage various types of issues/situations that arise. Under limited direction, they may undertake some basic research and analysis activities, as well as additional ad hoc tasks at the discretion of the executive.

Applicant response:

As part of your application, you will be required to prepare a response document (minimum 11pt font in MSWord or PDF format), which you will upload in the next section.

Please ensure you read the instructions carefully, noting failure to address identified requirements may lead to your application being deemed ineligible.

Please prepare a one-page Applicant Response in relation to the advertised role, outlining: Please outline your experience, and why you are interested in a temporary position with the Department.

How to apply:

Prior to preparing your response it is recommended you review the Work Level Standards relevant to the classification you are applying to. It may also be useful to refer to the Integrated Leadership System information relevant to the classification. You are required to submit your application in Home Affairs' online recruitment system (ourPeople).

As part of your application you will need to provide:

Your CV

Your Applicant Response document

Details of two referees

Include your full name and the Requisition Number - **128559** in the footer of any documents being uploaded.

Eligibility and Specific Conditions of Employment

To be eligible to work with the Department of Home Affairs you must:

Be an Australian Citizen

Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process

Obtain and maintain the required AGSVA clearance

Obtain and maintain a current Employment Suitability Clearance

Satisfy a probation period

Undergo a health assessment (if applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19 (including any COVID-19 booster dose to maintain an 'up-to-date' status). Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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