

# **Selection Documentation**

## **Executive Assistant Level 4**

### **\$83,791 - \$87,406 plus superannuation**

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ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

#### **Role**

As an Executive Assistant, you will provide a full range of timely and confidential administrative and executive support to the office of an Assistant Director-General.

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

#### **Key Responsibilities and Tasks**

The following is an overview of key responsibilities and tasks:

- Provide general administrative support and assistance;
- Develop and maintain significant stakeholder relationships;
- Coordinate, book and acquit domestic and international travel and accommodation, ensuring compliance with relevant policies. Administer invoices and acquit corporate credit card.
- In consultation, resolve conflicting demands upon the ADG's time from internal and external stakeholders;
- Organise internal and external meetings and events including providing key documentation prior to the meeting and taking and distributing minutes;
- Understand the needs and requirements of the ADG and undertake the work necessary to ensure goals are achieved and deadlines are met; and
- Monitor Branch finances;
- Act with discretion, integrity and professionalism.

#### **Education, qualification and experience requirements**

The following education, qualifications and/or experience will be highly regarded:

- Demonstrated experience in providing excellent customer service;
- A proven track record in teamwork;
- Effective written and verbal communication skills;
- Demonstrated work experience in organising and processing/data entry; and
- Relevant experience and or qualifications in any of the advertised sections.

## **Selection Criteria**

Candidates are encouraged to consider the below selection criteria when preparing their responses in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

### **Supports strategic direction**

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgement, intelligence and common sense.

### **Achieves Results**

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

### **Support Productive Working Relationships**

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

### **Displays personal drive and integrity**

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

### **Communicates with Influence**

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates confidently.

### **Job Specific Requirements**

- Demonstrated experience and education relevant to the role.

More information on the ILS can be found at [www.apsc.gov.au](http://www.apsc.gov.au)

### **Applicant Instructions:**

**To APPLY, please submit an application ONLINE via the website.**

Candidates are required to submit a maximum 800 word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

**APPLICATIONS CLOSE: Please refer to the website for closing date.**

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### **What Happens Next?**

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.