

Selection Documentation

Executive Assistant

Level 4

\$80,775 - \$84,258 plus superannuation

Level 5

\$87,314 - \$94,071 plus superannuation

Level 6

\$96,652-\$111,390 plus superannuation

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 Senior Executive Service (SES). As the first point of contact for internal and external clients, you are the face of the executive team and will manage the office within a discreet security environment.

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:

- Manage the diary and commitments of an SES Officer with an understanding of their priorities. In consultation, resolve conflicting demands upon the SES Officer's time from senior managers and internal and external stakeholders;
- Organise internal and external meetings and events including providing key documentation prior to the meeting and taking and distributing minutes;
- Coordinate, book and acquit domestic and international travel and accommodation, ensuring compliance with relevant policies. Administer invoices and acquit corporate credit card;
- Liaise with senior managers, internal stakeholders and members of agencies within and outside the National Intelligence Community to support effective communication and collaboration. Build and maintain positive relationships at all levels in order to seek guidance and assistance in resolving unexpected situations;
- Understand the needs and requirements of the SES Officer and undertake the work necessary to ensure goals are achieved and deadlines are met. Manage changes in a manner that minimises the disruption it causes;
- Act with discretion, integrity and professionalism.

Education, qualification and experience requirements

The Following education, qualification and/or experience will be highly regarded:

- Demonstrated experience in administrative and executive support tasks using a range of technology and computer applications;
- Effective organisation and prioritisation skills;
- Effective written and verbal communication skills;
- Demonstrated experience in developing and maintaining successful client / customer relationships and the ability to resolve differences and maintain relationships at all levels;
- Understanding of financial management and/or budgeting processes;
- Experience in similar roles;
- Understanding of the Australian Public Service and the Australian Intelligence Community.

SELECTION CRITERIA

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the below selection criteria when preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at www.apsc.gov.au.

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.

APPLICANT INSTRUCTIONS

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

Candidates will be required to provide a detailed resume outlining your work history and respond to the following: (maximum 500 words each)

1. Please indicate the level you are applying for and why?
2. Describe how you have used your interpersonal communication skills and customer service skills to develop relationships within your organisation and maintain customer satisfaction.
3. Describe a time when you have had conflicting priorities. How did you determine what was the top priority?

For application closing date, please refer to the website

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.