



Candidate Information Kit

Executive Support Office Employment Register

ONA maintains a register to assist in filling Executive Support Officer positions. This register is used by ONA to search for suitable candidates when a vacancy arises.

Candidates may be contacted to assess suitability and availability as employment opportunities arise.

As a potential ONA candidate you are encouraged to review the Candidate Requirements, Should I Apply and Career FAQ's sections of the [ONA Careers website](#). These sections provide advice on preparing your job application and detail what to expect from the ONA selection process. You should read this information before submitting your application.

Title:	Executive Support Officer
Classification:	APS Level 4 to APS Level 5
Salary:	\$58,364 to \$68,821
Location:	Canberra
Contact:	People and Development section (02) 6266 0966

EXECUTIVE SUPPORT OFFICER

**APS Level 4 to 5
Several positions**

\$58,364 to \$68,821

ONA is seeking organised, self-motivated people to provide executive assistance to SES Branch Heads and support to their branches.

Selected candidates will be able to demonstrate and apply judgment and commonsense, ensure standards are maintained, show resilience and work harmoniously and productively with members of the branch and the executive assistant team.

Role Responsibilities

1. Provide a full range of executive and administrative support to up to two SES Branch Heads, including:
 - Manage the office of the Branch Head(s)
 - Effective diary management, collating and preparing briefing documents and coordinating all other duties relevant to scheduling meetings;
 - Undertake research tasks as required;
 - Successful screening of incoming telephone calls as well as redirecting to appropriate staff for action when required;
 - Organise and coordinate a range of functions with regard to conferences, meetings, functions and forums that their branch head(s) attends/supports;
 - Organise domestic and international travel arrangements for their Branch Head(s); and
 - Coordinate 'meet and greet' for external visitors.
2. Liaise with stakeholders, both within and outside ONA, on behalf of the Branch Head(s).
3. Provide secretarial support for both internal and external meetings and committees.
4. Assist with less complex research and product, prepare routine correspondence and gather material for presentations, lectures and meetings.
5. Provide back-up support involved in producing and distributing product and participate in weekend duty roster, as required.
6. Provide general administrative support to the branch(es).

How to Apply

To apply for this position, please submit:

1. a written response of **no more than one page** which explains why you would like the opportunity to work with ONA and how you would use your knowledge, skills, and experience to successfully fulfil the role of Executive Support Officer. The selection criteria listed below may be used as a guide to framing your response;
2. a curriculum vitae or resume which details your relevant recent experience, qualifications and achievements; and
3. a completed Application Summary Sheet.

Selection Criteria

Supports Strategic Thinking

- Ability to understand the work and priorities of the organisation in order to manage the office of the branch head(s)

Achieves Results

- Demonstrated high level administrative, coordination and organisational skills
- Ability to respond flexibly to changing work requirements

Communicates with Influence

- Well-developed written and oral communication skills
- Ability to prepare routine correspondence

Supports productive working relationships

- Capacity to build and sustain cooperation with internal and external stakeholders
- Ability to work collaboratively and operate as an effective member of the branch and the Executive Assistant team

Displays Personal Drive and Integrity

- Demonstrated high level initiative and personal drive to anticipate management's requirements, progress work and engage in additional tasks as required
- Demonstrated professionalism, ethical and honest behaviour and a willingness to adhere to and promote the APS Values and Code of Conduct.

To be eligible, applicants must have Australian citizenship. ONA positions are located in Canberra and engagement may be on an ongoing or non-ongoing basis. Actual salary levels will be determined on the basis of abilities, skills and experience. ONA positions are security designated and successful candidates will be required to undergo a security assessment to the highest level to attain and maintain a high level security clearance. The successful candidates will be required to be on an out-of hours duty roster and may be required to work extended hours from time to time.