



Candidate Information Kit

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 and Cabinet Liaison Officer
Classification:	APS Level 5-6
Salary:	\$64,967 to \$81,097
Location:	Canberra
Contact Officer:	Carolyn Patteson (02) 6266 0989
Closing Date:	9 September 2010

EXECUTIVE SUPPORT AND CABINET LIAISON OFFICER
Executive and Foreign Intelligence Co-ordination Branch
APS Level 5-6

\$64,967 to \$81,097

ONA is seeking an energetic and highly organised person to undertake a crucial executive support role. The successful applicant will fulfil the role of ONA Cabinet liaison officer, as well as provide executive support to the Director-General and Deputy Directors-General of ONA. This includes preparation and oversight of briefings in relation to ONA's accountability to the Inspector-General of Intelligence and Security and Parliamentary committees. Strong organisation and interpersonal skills will be highly regarded.

Role Responsibilities

1. As part of the Executive and Foreign Intelligence Co-ordination Branch, provide high level executive support to the Director-General and senior executive, especially in support of ONA's governance and accountability requirements.
2. Provide support to the Director-General as ONA's Cabinet Liaison Officer.
3. Undertake research and prepare briefings on intelligence issues, correspondence and other documentation as required.
4. Undertake other branch tasks as required.

How to Apply

To apply for this position, please submit:

1. a written response with your claims against the selection criteria;
2. a curriculum vitae or resume which details your relevant recent experience, qualifications and achievements; and
3. a completed Application Summary Sheet.

Selection Criteria

The selection criteria are based on the five APS Integrated Leadership Capabilities and contain points to assist applicants to address the areas of focus. When addressing the criteria, ensure responses relate to the duty statement.

1. Supports strategic thinking

- Supports shared purpose and direction
- Shows judgment, intelligence and commonsense

2. Achieves Results

- High standard of organisation and administration skills, including the demonstrated ability to set priorities and meet deadlines

3. Supports Productive Relationships

- Excellent interpersonal and liaison skills
- Proven ability to work effectively as part of a small team

4. Personal Drive and Integrity

- Demonstrated high level of initiative and personal drive while adhering to and promoting the APS Values and Code of Conduct

5. Communicates with Influence

- Effective communicator, including the capacity to present information logically, both verbally and in writing

6. ONA Specific

- An understanding of Australia's political, strategic and economic interests and how international developments affect them
- Security consciousness and the capacity to work in a highly secure environment

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.