



Safe Work Australia Application Kit

Executive Assistant

(VN – 0694435)

POSITION DETAILS

Classification:	APS 4
Position Number:	00013376
Salary:	\$71,384 - \$76,805 (plus 15.4% superannuation)
Employment type:	Ongoing or Non-ongoing, full time (37.5 hours) and part time
Section:	Various
Branch:	Various
Contact Officer	Rebecca Newton (02) 6121 3328 or rebecca.newton@swa.gov.au
Closing Date	11.30pm (AEST) Monday, 27 September 2021 Extensions may be granted in exceptional circumstances only.



The Role

We are seeking a dynamic and professional individual to work as the Executive Assistant for both the Evidence & Strategic Policy branch and Chemicals, Occupational Hygiene & High Risk Work Policy branch. Due to nature of the role, we are looking for someone with the following skills and attributes:

- High level administrative skills.
- Ability to work collaboratively with other Executive Assistants and Agency staff.
- Excellent time management, attention to detail and communication skills.
- A track record in building and managing relationships with internal and external stakeholders.
- Willingness to take personal responsibility for own development and training and assist with training less experienced employees within the work area.

Due to the small size of our agency, as an Executive Assistant you will be responsible for assisting two Branch Managers. Your duties will include:

- Managing the Executives' offices, email, work schedules, travel and all associated aspects, including prioritising the Executive's time and drawing attention to matters of priority.
- Acting as the first point of contact for the Executive Office by providing a high level of client services to internal and external stakeholders.
- Analyse enquiries and requests from internal and external stakeholders to determine and take appropriate action on behalf of the two Branch Managers.
- Coordinating meetings with internal and external stakeholders, ensuring the Executive have all required information and material for meetings.
- Assisting with the coordination of Secretariat services, including monitoring timelines and deliverables.
- Working collaboratively within the Executive team and across business areas to assist with the management and operations of the Agency.
- Contributing to Safe Work Australia's organisational strategy and culture.

Safe Work Australia will provide you the opportunity to be at the forefront to influence and reshape Government policy that impacts all Australians. The work we do is challenging and rewarding.

We are an inclusive workplace and people from diverse backgrounds are strongly encouraged to apply.

Positions will be filled on a full time or part time basis, depending on individual and business needs.

Our Agency

Safe Work Australia (SWA) is a leading and trusted national policy body for Work Health and Safety (WHS) and workers' compensation. We are jointly funded by the Commonwealth and state and territory governments and work collaboratively with work health and safety regulators, industry groups and unions.

We are a small Agency of around 100 people located in Canberra and our work plays a significant role in the lives of 13.5 million working Australians and their families through preventing work-related fatalities and injuries.

We are committed to professionalism, excellence, and collaboration. We encourage innovative thinking and the drive and skill to see those ideas implemented.

We are an engaged workplace that prides ourselves on our commitment to safety, diversity, and inclusion. We have an active Workplace Inclusion Network and social club and we participate in a range of corporate and charitable activities.

Education and experience

There are no mandatory qualifications for this role. Previous Executive Assistant experience is highly regarded but not essential.

Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a Negative Vetting 1 security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.



How to apply

Our [website](#) provides guidance to assist you through the application and selection process.

To apply for this role, you will need to send:

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications
- a pitch (no more than 1 page) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

To recruitment@swa.gov.au, by **11.30pm (AEST), Monday, 27 September 2021**.

Please note in the subject line of your email (in this order) the job title, classification, and vacancy number (VN) as per the Gazette.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 12 months of the vacancy being notified in the gazette.

Any queries relating to the submission of your application can be directed to the People Strategies section via recruitment@swa.gov.au or by phoning 02 6240 5064.