

Safe Work Australia Application Kit

Executive Assistant

(VN-0735312)

POSITION DETAILS

Classification:	APS Level 5
Salary:	\$84,405 - \$90,091 per annum (plus 15.4% superannuation)
Employment type:	Ongoing or Non-ongoing, full time (37.5 hours) and part time
Section:	Office of the Chief Executive Officer (CEO)
Branch:	The Office of the CEO
Location:	Canberra, ACT
Contact Officer	Marie Boland (02) 6121 9163 or marie.boland@swa.gov.au
Closing Date	11.30pm (AEDT) Wednesday 24 January 2024 Extensions may be granted in exceptional circumstances only.



Your Role

Safe Work Australia (SWA) is seeking to fill the role of Executive Assistant to the CEO. The successful applicant will be enthusiastic and organised and will work closely with the CEO to assist them to fulfil their responsibilities in leading the Agency. As an Executive Assistant you will:

- provide high level executive, administrative and coordination support including managing and organising meetings and briefings, and coordinating and managing travel
- build and sustain strong professional relationships with internal and external stakeholders, including other Executive Assistants and Agency staff
- demonstrate discretion, attention to detail and have excellent communication skills
- manage secretariat functions across the Agency including coordinating meeting dates, agendas, attendance lists and tasking talking points and/or papers
- assist employees on administrative duties within the work area
- monitor the CEO's, email inbox and work schedule, including drawing attention to matters of priority
- act as the first point of contact for the CEO by providing a high level of client services to internal and external stakeholders through phone calls, emails and general correspondence
- coordinate meetings with internal and external stakeholders, ensuring the CEO has all required information and material for meetings including printing and preparing briefing packs, and
- undertake other duties as required.

The successful applicant will demonstrate:

- a high level of professionalism and championing the behaviours in line with the SWA behaviours and APS code of conduct
- strong communication and stakeholder engagement skills
- strong attention to detail and time management
- judgement, initiative, honesty, trustworthiness and reliability
- resilience and problem solving skills, and
- problem solving skills and the ability to adapt quickly to change.

Our Agency

SWA is a leading national policy body for work health and safety (WHS) and workers' compensation. We represent the interests of the Commonwealth, states and territories, as well as workers and employers. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. As a national policy body, we do not regulate WHS laws or administer workers' compensation arrangements which is a matter for the Commonwealth, states and territories.

We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities.

We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply.

Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

Find out more about [who we are and what we do](#).

Education and experience

People with a range of backgrounds and experience could succeed in this role and no specific qualifications are required. Experience in a similar role and an excellent understanding of the Microsoft Office suite, Windows 11 operating environment and HPE Content Manager (TRIM) are advantageous.

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 minimum of a Baseline level 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

To apply for this role, you will need to send the following to recruitment@swa.gov.au, by **11.30pm (AEDT), Wednesday 24 January 2024**

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications
- a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

Please include the following in the subject line of your email (in this order):

- job title
- classification, and
- vacancy number (VN) as per the APS Gazette.

Your application will be assessed against the APS Level 5 [work level standards](#). Prior to



preparing your response it is recommended you review the relevant work level standards and [Integrated Leadership System \(ILS\) Profile](#) relevant to the classification you are applying to.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 18 months of the vacancy being notified in the APS Gazette.