

Safe Work Australia Application Kit

Executive Assistant

(VN-0747704)

POSITION DETAILS

Classification:	APS Level 5
Position Number:	50841
Salary:	\$87,781 - \$93,695 (plus 15.4% superannuation)
Employment type:	Ongoing, full time (37.5 hours) and part time
Branch:	Chemicals, Occupational Diseases and Hygiene Policy
Location:	Canberra, ACT
Contact Officer	Rebecca Newton (02) 6121 3328 or Rebecca.Newton@swa.gov.au
Closing Date	11.30pm (AEST) Monday, 23 September 2024 Extensions may be granted in exceptional circumstances only.



Your Role

Safe Work Australia (SWA) is looking for a highly organised and motivated APS Level 5 Executive Assistant to provide administrative support for our Executive and the broader Agency.

Including to:

- provide high level administrative and coordination support to one or more of Safe Work Australia's Executives
- manage the Executive's office, emails and diary, including helping to prioritise their time and draw attention to urgent matters
- manage travel, including booking travel and acquittal of travel expenses
- provide strategic coordination, administrative and secretariat support for projects and key meetings
- coordinate meetings and ensuring your Executive has all required information and material for meetings including printing and preparing briefing packs
- provide general administration support for Branch or Division staff, including ordering stationery and arranging training
- work collaboratively with other Executive Assistants and Agency staff
- administering procurement activities and payment of invoices as directed
- preparing minor correspondence, minutes and other written material as directed
- training and assisting Branch or Division staff with administrative duties, and
- undertake other duties as required.

The successful applicant will demonstrate:

- a high level of professionalism, sound judgement and common sense
- discretion, trustworthiness and reliability
- a positive, can-do, stakeholder-focused attitude
- excellent communication and stakeholder engagement skills
- strong time management and attention to detail, and
- initiative, problem solving skills and the ability adapt to change.

If you are detail orientated, proactive and thrive in a fast-paced environment, you are encouraged to apply.

Our Agency

SWA is a leading national policy body for work health and safety 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

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

To apply for this role, you will need to send the following to recruitment@swa.gov.au, by **11.30pm (AEST), Monday 23 September 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 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.

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.