Australian Government – Attorney General’s Office

Making a meaningful difference for our community

# Candidate Information Kit

**Executive Assistant APS 4**

The Attorney-General’s Department seek people who bring fresh ideas, varied experience, and global perspectives.

Our people display integrity and leadership at all levels and challenge conventional thinking.

We work collaboratively with Government to develop Law and policy to shape a fairer, more just Australia for all.

We acknowledge Aboriginal and Torres Strait Islander peoples as custodians of Australia and  
pay our respects to Elders, past and present. We also acknowledge the ongoing connection to land,  
sea and communities throughout Australia, and the contributions to the lives of all Australians.

## Employment opportunity

Role: Executive Assistant

Classification: APS Level 4

Opportunity Type: Ongoing / Non-ongoing

Branch / Group: Various opportunities

Locations: Canberra (ACT) and Sydney (NSW)

Security Clearance: Ability to obtain a Baseline, NV1 or NV2 security clearance

Work Arrangements: Full-time

Closing Date: Sunday, 21 January 2024 (11.30pm AEDT)

The department is seeking motivated individuals who are curious and eager to learn, to fill a number of Executive Assistant (EA) positions across the APS 4 level.

As an EA you will be provided with broad exposure to the work, people and culture within the department. Your role will touch on a number of key aspects of the organisation's operations, you will be presented with a diverse range of challenges and offered opportunities to grow, up skill and network.

You will work under general direction and exercise discretion to provide administrative and operational support to SES officers and their immediate work area including participating in strategic planning and decision making and being a conduit between the area and the broader department.

Some of the key duties and responsibilities may include:

* Diary management, travel coordination, supporting meeting preparation including assembling packs and relevant documentation, ordering stationery.
* Providing `front of house' support duties including telephone triage, general correspondence and responding or directing queries to relevant officers.
* Preparing routine or moderately complex correspondence, minute taking, photocopying/scanning and filing, and coordinating of responses to ministerial and parliamentary requests via the Parliamentary Document Management System (PDMS).
* Assisting with financial management, including processing of accounts payable, management of corporate credit card accounts, quality assurance and acquitting travel in the financial management system (SAP).
* Building rapport and maintaining stakeholder relationships. Liaising with stakeholders to assist and resolve moderately complex issues.
* Making decisions within defined parameters relating to the area of responsibility.
* Contributing new ideas and identifying opportunities to improve the efficiency of business.
* Supporting the Executive Assistant Network through the provision of peer support.

Learn more about us by visiting [who we are](https://www.ag.gov.au/about-us/who-we-are) page.

## How you can help us make a difference

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

As an Executive Assistant you will be required to:

* demonstrate structured and clear communication skills
* prioritise and manage workloads effectively
* demonstrate influence, discretion and confidence
* build a culture of inclusivity and emotional intelligence
* are highly organised and is focused on overcoming challenges with solutions
* collaborate with others to achieve goals
* demonstrate initiative and sound judgment

We will support you to make a difference:

* through our ‘EA Buddy Program’ which partners new and established EAs together, providing support over a four-month period
* by creating informal learning and development opportunities through on the job support and the department’s EA Network
* by enabling ongoing access to training through our learning management system, additional external training can be explored
* by providing opportunity for growth, empowering you to expand your role as you develop new skills and interests

**Contact Officer:** Josh Banks, Director, Future of Work & SES Unit   
Email: Josh.banks@ag.gov.au or phone: 0499 792 057

Please refer to the [AGD Performance Expectations](https://www.ag.gov.au/search?search=performance%20expectations) for more details.

## Benefits of working with us

### Design your working life

Hybrid, flexible, part time opportunities. Ergonomic support and assessments. You will be supported to find the work-life balance which works best for you.

### Supportive Environment with a focus on well-being

Dedicated Diversity and Inclusion structures including networks and committees. Various memberships to Australian Diversity and Inclusion peak bodies. A comprehensive employee assistance program for you and your immediate family and workplace support officers.

### Tailored career growth

Study allowances and leave. Mentorship, secondment, career progression opportunities and a dedicated online learning management system.

### Generous remuneration and working conditions

15.4% Super contribution. Generous leave entitlements including cultural leave. Salary sacrifice options. Supportive wellbeing programs and initiatives.

### Modern facilities

Office locations in Canberra and across Australia with dedicated quiet spaces, breakout areas, and prayer rooms. Environmentally sustainable workplace with collaborative and flexible workspaces and on-site cafes. First rate amenities including showers and changerooms. End of trip facilities including bike rack and lockers.

Learn more about our employee benefits by visiting - [why work with us](https://www.ag.gov.au/about-us/careers/work-us#why).

## A safe place to be your authentic self and thrive

The Department takes pride in actively creating a culturally safe, inclusive, and caring environment. We are dedicated to employing a diverse workforce and empowering them to thrive.

Our people reflect the rich life experiences and cultural backgrounds of all Australians.

Whether contributing to the law, policy, or justice landscape of Australia, delivering governmental legal services, or supporting our workforce in the areas of IT, Data, HR or Media and Communication, people are at the heart of everything we do.

We provide opportunities to collaborate, learn from and work alongside others who are dedicated, intelligent and possess a wealth of knowledge, expertise, and lived experiences. You will have the opportunity to participate in challenging, inspiring, and stimulating initiatives in aid of a better Australia.

When you work with us, you become part of a diverse and inclusive community where people are respected, supported, and encouraged to be their authentic selves.

Attorney General’s Department support the following groups:

* Indigenous Employee Network
* Celebrating Ability Network
* Culturally and Linguistically Diverse Network
* Women’s Network
* LGBTIQA+ Pride Network
* Sustainability Network

Proud partners with:

* Diversity Council Australia
* Australian Network on Disability
* Supply Nation

Accredited by the Australian Breastfeeding Association

To read more visit [Our culture](https://www.ag.gov.au/about-us/careers/our-culture) page.

## The RecruitAbility scheme applies to this vacancy.

### RecruitAbility – Employees embracing disability.

Diverse skills, perspectives and abilities are appreciated, valued, and crucial to the culture of our workplace.

The Attorney-General’s Department is committed to supporting the employment and career development of people with disability.

The RecruitAbility scheme applies to this vacancy. Our participation in the APS RecruitAbility scheme means we will progress an applicant with a disability to a further stage in the recruitment process if they have opted into the scheme and met the minimum requirements of the role.

For more information, please visit [APSC RecruitAbility scheme guide applicants](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability/recruitability-scheme-guide-applicants) and find out if you are [eligible](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/definition-disability).

We believe building a culture of inclusion begins with an equitable application process. If you have any questions or require any support or reasonable adjustments throughout the process our Recruitment Team can provide confidential assistance.

Feel free to contact us:

Email: [HR.Assist@ag.gov.au](mailto:HR.Assist@ag.gov.au)

Phone: (02) 6141 6111

## How to Apply

The Attorney General’s Department uses a range of selection tools to assist us in the hiring process. We uphold the [Merit Principle](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/guidance-and-information-recruitment/aps-merit-principle#:~:text=Merit%20is%20the%20primary%20consideration,-In%20accordance%20with&text=ability%20to%20start%20by%20a,meet%20other%20reasonable%20agency%20requirements.), and our selection processes are designed to determine the best available person for the job.

As part of your application, you will need to provide:

* your current résumé
* the name and contact details of two referees, one should be a current supervisor
* a statement of claims (max 750 words) describing how you meet the AGD Performance Expectations.

For further information on the role please email [SESUnit@ag.gov.au](mailto:SESUnit@ag.gov.au) or phone (02) 6141 6111 (option2)

Review [AGD Performance Expectations](https://www.ag.gov.au/search?search=performance%20expectations) here.

For more information please visit: [Tips for preparing your application.](https://www.ag.gov.au/about-us/careers/apply-work-us#our-selection-process)

## Contact Information

All vacancy and application updates and correspondence will be sent via email. Please ensure your email is current.

We strongly recommend that you use a personal email address rather than your work email address to ensure you don’t miss updates and invitations to participate. Additionally, please regularly check your junk or spam folders for the same reason.

The recruitment process will not be modified to accommodate non-receipt of emails.

For help with making or receiving relay calls, contact the NRS Helpdesk:

Phone: 1800 555 660

Fax: 1800 555 690

SMS: 0416 001 350

Email: [helpdesk@relayservice.com.au](mailto:helpdesk@relayservice.com.au)

The NRS Helpdesk operates from 8 am to 6 pm (Canberra, Sydney, Melbourne).

Find out more about relay calls and the other communication options for people who have  
a hearing or speech impairment at: www.accesshub.gov.au