

EXECUTIVE ASSISTANT

APS 4

The Commonwealth Grants Commission advises the Australian Government on how the Goods and Services Tax revenue should be distributed among the States and Territories.

We are a small, professional team that works in close consultation with the Australian, State and Territory Governments.

We need an achievement oriented person to fill the role of Executive Assistant. The role requires the person to provide administrative and secretarial support services to the Chairman and Members of the Commission, the Secretary and Commission Executive.

Remuneration, beginning at about \$50 000 (plus superannuation) is subject to negotiation with the successful applicant.

Selection Documentation: Copies of the selection documentation for the position may be obtained from Ross Recruitment, on (02) 6268 9963 or from the Commission's Internet address:

<http://www.cgc.gov.au>.

Further queries may be directed to Phil Parkins Ph (02) 6229 8825

The closing date for the positions is 17 July 2008. Please forward your application to:

cgcjobs@rosshumandirections.com

or

Ross Recruitment

PO Box 7126

Canberra Mail Centre

ACT 2610

APS LEVEL 4

Under general direction:

Provide administrative and secretarial support services to the Chairman and Members of the Commission, the Secretary and Commission Executive, including:

- co-ordinating Commission Meetings and meetings of the Executive;
- electronic recording minutes of Commission and other significant meetings
- examining incoming papers and correspondence, determining action required and preparing minor correspondence;
- contributing to the administrative screening of intra-Commission papers
- maintaining diaries of the Executive;
- acting as initial point of contact for whole of government issues and coordination of other external requests
- organising meetings, travel arrangements and official functions;
- undertaking reception duties, including filtering of telephone calls;
- filing and maintaining confidential papers and publications;
- providing typing services; and
- other duties as required.

Selection Criteria

(You are not required to address each of these consecutively – a detailed statement addressing the criteria and relating your experience and skills to your assessment of the Commission's requirements is sufficient).

1. Ability to provide secretarial services of a high quality to senior management and an ability to adapt to changes in work patterns.
2. Demonstrated ability to show initiative, to work accurately and diligently, to prioritise work and to meet deadlines.
3. well developed writing skills
4. Ability to communicate effectively with Members and staff of the Commission, with officials of government authorities and with members of the public.
5. Demonstrated ability to use computer applications (the Commission Microsoft software).
6. Ability to organise conferences and functions and to arrange hospitality.
7. An understanding of the functions and responsibilities of State and Territory Governments, and some knowledge of the role of the Commonwealth Grants Commission and other government organisations.
8. Well developed interpersonal skills and an understanding of the principles and practices of Workplace Diversity, including elimination of all forms of harassment from the workplace.