



## EXECUTIVE ASSISTANT

## Job Information Pack

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<b>Position Number:</b>	0078
<b>Classification:</b>	APS Level 5
<b>Salary:</b>	\$85,313 - \$88,605 plus 15.4% superannuation
<b>Section:</b>	Partnerships
<b>Location:</b>	Bruce, ACT
<b>Employment Type:</b>	Ongoing

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### About ACIAR:

The Australian Centre for International Agricultural Research (ACIAR) is a globally unique organisation operating in a dynamic and complex environment under the Australian Centre for International Agricultural Research Act 1982. ACIAR is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au/>.

ACIAR fosters international agricultural research-for-development partnerships between researchers, governments, civil society and the private sector. These partnerships aim to improve food security, reduce poverty and enhance environmental sustainability in partner countries.

ACIAR-supported research and capacity development programs contribute significantly to Australia's International Development Policy, enhancing the livelihoods of smallholder farmers, building community resilience and increasing science and policy skills of individuals and organisations in partner countries and in Australia.

In 2022, the Commission for International Agricultural Research initiated a mid-term review of the ACIAR 10-year strategy to ensure it was fit-for-purpose in light of the unfolding global food security crisis, ongoing recovery from the COVID-19 pandemic and new food system challenges due to climate change and other global issues. The external review panel made several recommendations to reflect our changing world, and the revised ACIAR 10-Year Strategy 2018–27 was launched in October 2022.

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### About the position:

Reporting to a General Manager (GM), the Executive Assistant (EA) plays a vital role in providing high-level operational and executive support to the GM. This role is responsible for managing the day-to-day running of the GM's office as a first point of contact for the GM and ensuring the preparedness and punctuality of the GM for the efficient functioning throughout each day.

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The role requires exceptional organisational skills, the ability to liaise effectively across whole of government with various external stakeholders, whilst maintaining a high level of sensitivity and discretion at all times. Working in a small agency, the role will be required to be flexible in the delivery and approach with internal stakeholders, demonstrating responsiveness, agility and flexibility in responding to business needs, whilst adhering to tight timeframes.

#### **DUTIES INCLUDE:**

Under the general direction of the GM, the EA will be required to:

1. Proactively manage aspects of the GM's calendar and information flow, guaranteeing sufficient flow throughout the day, ensuring timeliness of meetings, efficient tracking emails, drawing attention to priority information and matters.
2. Maintain contact lists, ensuring the GM is well informed of key stakeholder contact details and the ability to make contact at short notice.
3. Screen calls and manage unannounced visitors, exercising sound judgement and initiative to redirect enquiries as appropriate.
4. Coordinate the collation of agendas, briefing papers, reports and presentations for meetings with a focus on timeliness and attention to detail, ensuring that all materials are ready for the GM.
5. Provide secretariat support for meetings as required; including minute-taking, appropriate scheduling of meetings, preparing and coordinating papers, reports and briefs.
6. Arrange and coordinate meetings and events including logistics, managing all logistics such as catering and venue arrangements, with a focus on ensuring a high-quality experience for participants.
7. Oversee all aspects of domestic and international travel; including acquittal of travel expenses, booking flights and accommodation.
8. Undertake research on behalf of the General Manager as well as drafting and responding to less complex correspondence on behalf of the General Manager.
9. Manage records in accordance with approved processes and security.

#### **Eligibility**

- **Australian Citizenship** - our successful candidate must be an Australian citizen
- **Security clearance** - our successful candidate will be required to undergo pre-employment screening and may be required to obtain and maintain a Baseline (or higher) security clearance.

#### **Contact**

After reading this "*Information Pack*" should you require additional information you are encouraged to contact the HR team [HRsupport@aciar.gov.au](mailto:HRsupport@aciar.gov.au), 02 6217 0500.

#### **What you'll need to be successful (*selection criteria*)**

Our successful Executive Assistant will possess:

1. Demonstrated organisational and administrative skills including the ability to prioritise effectively to consistently deliver results.

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2. Ability to maintain confidentiality and discretion.
  3. Well-developed verbal and written communication skills.
  4. Strong interpersonal skills with a proven ability to work collaboratively with others and develop strong working relationships.
  5. Ability to respond quickly to unexpected demands, demonstrating flexibility, initiative and exercising discretion and sound judgement.
  6. Tech-savvy with intermediate skills and proficiency using Microsoft Office products (including SharePoint) and contemporary online information management systems and digital tools.

#### *Desirable*

1. Previous executive support experience in an Australian Government department or agency in the office of a senior executive would be well regarded.
2. Active membership in the Executive Assistant Network (EAN), or similar professional body.

#### **What we need from you**

Tell us in 600 words or less why you are the right person, what you can offer, and how your skills, knowledge, experience, and qualification are relevant to the role. Please note there are two options for uploading your pitch; you can input your pitch into the covering letter textbox or upload as an attachment (PDF preferred).

Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Please attach a concise resume to your application which clearly outlines your work experience, educational qualifications, and relevant skills.

In the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role.

*NB: All ACIAR employees demonstrate a commitment to the APS Code of Conduct and Values, workplace diversity and occupational health and safety. It is also expected that ACIAR employees will demonstrate appropriate cross-cultural awareness. The Executive Assistant will be required to work from ACIAR's Bruce office.*