



# EXECUTIVE OFFICER TO THE CEO

## Job Information Pack

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<b>Position Number:</b>	0077
<b>Classification:</b>	Executive Level 1
<b>Salary:</b>	\$118,144 - \$124,170 plus 15.4% superannuation
<b>Section:</b>	Executive
<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 the Chief Executive Officer (CEO), the Executive Officer will provide a range of high-level executive, and project support services to the CEO, including strategic advice, managing communications and implementing strategies to support the achievement of ACIAR's strategic and operational objectives. The Executive Officer will demonstrate appropriate discretion, be professional in their dealings with key stakeholders, and effectively coordinate complex programs and briefings across government. An

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understanding of the Department of Foreign Affairs and Trade (DFAT) overseas development program would be an advantage.

#### **DUTIES INCLUDE:**

Under the direction of the CEO, the Executive Officer will:

- . Support the CEO Office with responses to complex or sensitive issues, including in consultation with DFAT and other Government departments. Support the provision of high-level communication and outreach events, ministerial submissions and other briefings, to ensure comprehensiveness, accuracy, and timeliness of advice
- . Research and prepare high-level submissions, agendas and talking points in advance of CEO meetings to inform decision making and to support the achievement of organisational objectives
- . Research and prepare strategic advice, information and reports on diverse and complex policy, planning and operational matters to facilitate informed decision making and planning
- . Oversee the implementation and evaluation of governance arrangements, enterprise risks, and executive decisions to optimise efficiency and support the achievement of quality outcomes
- . Support the CEO in meetings of the Australian Commission for International Agricultural Research, Policy Advisory Council, Audit and Risk Committee, other international committees or executive bodies
- . Effectively manage the CEO's Office, supervise the Executive Assistant, and engage collaboratively across ACIAR's Executive team, key stakeholders and committees.

### **Eligibility**

- **Australian Citizenship** - our successful candidate must be an Australian citizen
- **Security clearance** - our successful candidate may be required to obtain and maintain a Negative Vetting 1 (or higher) security clearance

### **Contact**

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

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

Our successful Executive Officer will possess:

1. Demonstrated high-level organisational and administrative skills including the ability to prioritise effectively to consistently deliver results. Demonstrated expertise in written and verbal

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communication skills, including the ability to communicate confidently with senior managers and executives

2. Demonstrated ability to effectively contribute to the development and implementation of a research organisation's communication strategy, including online and mainstream media, conventional and electronic publications, and well-designed outreach events
3. Exceptional interpersonal skills, with the proven ability to work collaboratively with others, manage organisational change, and develop and nurture strong working relationships with colleagues and stakeholders
4. Capability and responsiveness to promptly address unforeseen demands with flexibility, initiative and sound judgment
5. Commitment to maintaining high levels of confidentiality and discretion

#### *Desirable*

- . Previous APS Executive Officer experience or a well-developed understanding of whole of government frameworks, policies and processes
- . Tertiary qualifications or experience in Agricultural Science, international development or a relevant field of study.

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

Tell us in 800 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 Officer will be required to work from ACIAR's Bruce office with occasional travel to DFAT and other agencies.*