



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Group: Communications and Engagement

Position Title: Executive Support Officer

Position Number: P22774

Classification: ASO5

Location: Canberra

Last Reviewed: December 2023

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

GROUP OVERVIEW

Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time. Our staff:

- bring an audience-first lens to their work, informed by research, insights and evaluation
- work with stakeholders in partnership with a strong client service ethic
- enjoy working in a fast-paced environment, be flexible and open to change
- are supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement (C&E) plan.

POSITION OVERVIEW

This position provides strategic, operational and administrative support to Senior Executives of Communications and Engagement division and is also responsible for working closely with other teams to support business and financial management of the division.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

WHAT YOU WILL DO

- 1. Provide executive support to the Executive Group Manager (EGM) and other Senior Executives, coordinate division workflow and provide administrative support across the division.*
- 2. Coordinate division business reporting, TRIM requests and external requests as required.*
- 3. Provide assistance in undertaking the financial management of division budget.*
- 4. Provide assistance in processing invoices, reconcile credit cards and travel statements.*
- 5. Assist in providing high level advice and managing human resource requirements.*
- 6. Foster and support positive and productive relationships within the division, CMTEDD and across ACT Government Directorates.*
- 7. This position does not involve direct supervision of staff.*

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

- 1. Demonstrated administrative, organisational and coordination skills of a high order, focusing on the ability to plan, coordinate and prioritise work activities to meet deadlines.*
- 2. Demonstrated sound judgement skills including the ability to work independently and collaboratively with a range of diverse stakeholders, including other administration and Executive support staff. The occupant of this position is required to be proactive, adaptable and calm under pressure.*
- 3. Demonstrated ability to establish cooperative professional relationships, communicate effectively, orally and in writing.*

Behavioural Capabilities

1. *Demonstrated ability to consistently display high quality customer service principles, practices and attributes.*
2. *Ability to adapt to changing circumstances and successfully managing multiple priorities and demands, in a dynamic, complex and diverse environment.*
3. *Resilience and the ability to work productively in a high-pressure environment.*
4. *Understanding of and demonstrated commitment to the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety Initiatives.*

Compliance Requirements / Qualifications

1. *Experience in an Executive Office and/or communications and engagement environment in the Australian or ACT Public Service is highly desirable.*
2. *The ability to work flexibly under limited supervision is required.*

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Support Officer (position number P22774) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never