



Position Description

AGENCY: Suburban Land Agency

POSITION TITLE: Executive Assistant

POSITION NUMBER: PN 70950

CLASSIFICATION: ASO6

LAST REVIEWED: July 2026

What we do

The Suburban Land Agency (SLA) is the ACT Government's land developer, shaping Canberra's future through suburban development and urban renewal.

We are committed to creating great places where communities thrive. We build people-focussed residential estates and urban renewal projects for the people of Canberra.

Through smart, sustainable development, our goal is to strike a balance between social, economic and environmental benefits for all Canberrans.

The objectives of SLA are set out in s38 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act) and include:

- a) the encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods;
- b) the encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and
- c) operational effectiveness, delivering value for money using sound risk practices.

What Makes SLA Different?

What sets SLA apart is its purpose-driven approach. Revenue from our projects is reinvested by the ACT Government into public services, infrastructure, and future growth. Every land sale contributes to building a stronger, more connected city.

We also have the advantage of working closely with a wide range of agencies and teams. This collaboration allows us to share knowledge and resources, align on priorities, and move forward with a shared vision. Our work is informed by collective insight and delivered with community impact at its core.

On top of that, being part of Government brings additional benefits, including flexible work arrangements and a strong focus on work-life balance.

Group Overview

This Place Delivery Group is responsible for the end-to-end design and delivery of master-planned communities and strategic urban development projects across the ACT.

As the operational engine room of the SLA, the group is responsible for translating planning vision into tangible outcomes. This includes delivering to the [Government's Indicative Land Release Program](#), which includes affordable, community and public housing targets.

We acknowledge the Ngunnawal people as traditional Custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

With a strong focus on innovation and creating long-term value, we make sure our projects reflect government priorities and deliver real, lasting benefits for the people who live here.

The Place Delivery Group is made up of the following functions:

- Urban Development, including urban estates and urban releases
- Commercial Ventures, including Ginninderry Joint Venture;
- Greenfield Development, including Molonglo and Gungahlin suburbs and Town Centres
- Infrastructure Services, including civil and landscaping
- Molonglo Town Centre Program

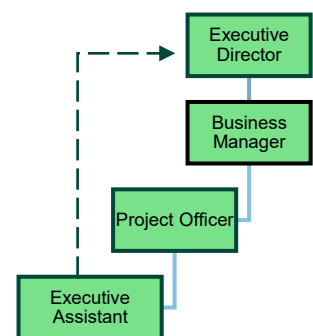
Together we deliver: Sustainable urban environments that bring people and businesses together, and help our community and natural environments thrive. We do this by collaborating across SLA and prioritising sharing the information and resources we need to deliver on our shared strategy. [Find out more about our teams here.](#)

Position Duties and Responsibilities

The Executive Assistant is responsible for supporting the day-to-day operations of the Executive Director - Place Delivery Group, including the provision of advice and support on a range of corporate, administrative and government business matters. The role is part of the Business Operations team and will report to the Business Operations Project Officer.

Responsibilities include:

- Providing a range of high level confidential administrative support functions to the Executive Director - Place Delivery Group, including diary management, arranging, and scheduling appointments and meetings, and ensuring correspondence, emails and enquiries are dealt with promptly, efficiently and to a high standard.
- Managing Executive and team travel and other operational financials as required.
- Effectively managing workflows on a diverse range of matters including following up requests, ensuring advice/input from teams is provided in a timely manner and to a high standard.
- Prioritising and monitoring tasks and activities for the Executive, providing research as required and responses in a timely manner.
- Coordinating and ensuring quality assure team input to Ministerials, briefs, Board papers and Assembly business, such as Question Time Briefs, Questions Taken on Notice and Questions on Notice, in collaboration with SLA Executive Support Office and other internal SLA stakeholders.
- Critically evaluating tasks and ensuring appropriate action on materials submitted to the Executive to ensure relevance, completeness and accuracy whilst managing issues of sensitivity and confidentiality.
- Provide secretariat support to a range of internal meetings, including the preparation and distribution of agendas and minutes.
- Undertake other appropriate administrative tasks and incidental duties as required.
- Maintain records in accordance with the Territory Records Act 2002.



Behavioural Capabilities

1. Demonstrated ability to work under pressure, while prioritising tasks and meeting tight deadlines with precision.
2. Demonstrated personal resilience, with the ability to collaborate in a fast-paced, outcome-driven team environment.
3. Contributing to a respectful and inclusive team culture, aligned with ACT Public Service Values.

Professional/Technical Skills and Knowledge

4. Strong communication and liaison skills, with demonstrated situational awareness to assess and adapt to stakeholder needs.
5. Demonstrated experience in handling sensitive information and producing accurate, high-quality documentation with strong attention to detail and sound judgement.

Mandatory

- Proven proficiency in standard digital tools and document management systems.

Highly Desirable

- Experience in an executive support or high-level office administration role.
- Experience using the Objective record management system or similar software.

Work Environment Description

We are committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace. Below is an indication of the frequency of fundamental requirements of the position:

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation The position in an activity-based work environment	Occasionally
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADOs)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Never
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)	Never
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	Occasionally
MANUAL HANDLING	FREQUENCY

Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery (e.g. forklift)	Never
Confined spaces	Never
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	Occasionally
Personal Protective Equipment (PPE) required	Occasionally