



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Portfolio: Treasury

Division/Business Unit: Procurement ACT
- Executive Support and Governance

Position Title: Executive Assistant

Position Number: P55788

Classification: ASO4

Location: Level 1, 220 London Circuit,
Canberra, ACT 2601

Last Reviewed: June 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) lead 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.

PORTFOLIO OVERVIEW

Treasury, within CMTEDD, is responsible for providing advice to the Government and ACT agencies on budget and financial management, economic and revenue policies, infrastructure, finance, federal financial relations, accounting policy and insurance for Territory risks.

Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, procuring goods and services and Shared Services Finance.

Procurement ACT- OVERVIEW

Procurement ACT is responsible for:

- leading and coordinating a procurement reform program across the ACTPS;
- managing and developing the legislation and policy that underpin the ACT Government's procurement framework ensuring it is aligned to the needs of the Territory;
- uplifting procurement capability across the service by offering a range of training and knowledge sharing opportunities, including by coordinating a whole of service procurement community of practice and bimonthly procurement eNewsletter;
- administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms to comply with legislative obligations and international agreements;
- representing the ACT Government in cross-jurisdictional engagement on procurement policy matters, including in relation to international trade agreements;
- working in collaboration with officers across the ACT Government to reduce barriers faced by Small to Medium Enterprise in accessing ACT Government procurement opportunities.
- providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement;
- supporting Territory entities in undertaking low risk goods and services procurements by providing guidance and templates;
- developing and maintaining templated and standardised procurement guidance, documentation and processes to support all procurement; and
- applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective whole of government arrangements for categories such as travel, electricity, stationery and fleet.
- providing probity services and administering the Supplier Complaints Management Procedure.

Apart from the Executive Office, Procurement ACT comprises two branches – the Procurement Policy and Capability Branch, and Goods and Services Procurement Branch.

WHAT YOU WILL DO

The Executive Assistant position is part of the Executive Support team.

The Executive Assistant is expected to contribute effectively to the activities of a small team, including supporting Procurement ACT staff as required, and working as directed by the Executive Group Manager, Procurement ACT.

The primary responsibilities for this position are:

- providing executive support for the Executive Group Manager and two Executive Branch Managers including calendar management and correspondence monitoring;

- coordinating meetings and events, including booking, setting up, and collating and circulating papers, briefs and presentations;
- providing secretariat and minute-taking support to meetings, including statutory board meetings, as required;
- undertaking a range of administrative tasks such as arranging travel, financial reconciliation of credit cards and invoice acquittal, and maintaining divisional databases and governance documents;
- supporting divisional workforce management, including recruitment process guidance, onboarding and offboarding support, and being generally knowledgeable of CMTEDD and ACTPS HR policy;
- assisting with the coordination of internal staff engagement opportunities, including social activities as well as internal training and development;
- managing confidential and sensitive information in accordance with the relevant legislative and policy principles, including maintaining records in accordance with the *Territory Records Act 2002*;
- supporting the Executive Officer as required.

WHAT YOU REQUIRE / SELECTION CRITERIA

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

Professional / Technical Skills and Knowledge

- Demonstrated ability to provide high level executive support to multiple senior executives simultaneously, including calendar management, meeting preparation, and provision of secretariat services;
- Impeccable written and verbal communication skills with the ability to liaise with internal and external stakeholders of all levels, including senior executives and high-ranking members of the community;
- Experience in the use of, or the ability to quickly learn, computer applications, including the Microsoft Office Suite and Records Management Systems.

Behavioural Capabilities

- Excellent interpersonal skills with the ability to work effectively as part of a team, as well as autonomously, utilising sound judgement and discretion to manage sensitive and/or confidential issues with integrity;
- Strong organisational skills and demonstrated ability to manage competing priorities, with minimal supervision, and remain calm under pressure in a demanding work environment;
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect, Equity and Diversity framework.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Assistant (P55788) 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	Occasionally
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	Never
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Occasionally
Frequent 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)	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)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never

Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
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	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

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