

POSITION DESCRIPTION

Office Manager

Classification: Adviser Level 1

Salary range: \$82,377 – \$102,185 (plus 7% allowance and superannuation)

Minister Tough is seeking an Office Manager to join her Ministerial Office. The Office Manager is responsible for the smooth management of the Minister's Office with a primary focus on diary and schedule management, effective office systems and high-quality service to stakeholders and the community, as well as constituent case management work.

Key responsibilities of the Office Manager include:

- Providing high level administrative support to the Minister's Office and office staff.
- Providing first point of contact for the office, including for telephone enquiries and to meet and greet visitors.
- Assisting in the running of the office, including answering the office phone and managing emails and correspondence as required.
- Managing, co-ordinating and negotiating the Minister's diary scheduling.
- Coordinating and managing a range of office processes with limited supervision.
- Coordinating the Minister's event and travel arrangements and coordinating travel arrangements for other staff as required.
- Liaising with constituents, senior public servants, MLA and Minister's offices and other stakeholders as required.
- Other duties as directed.

Applicants will need to demonstrate:

- A keen interest in achieving good social outcomes for our community.
- Strong office administration skills.
- Excellent written, oral and interpersonal and relationship management skills.
- Capacity to work independently, meet deadlines and work under pressure.
- Proficiency in Microsoft Office products.

Experience or understanding of parliamentary systems and/or the ACT political system would be an advantage.

ACT EXECUTIVE

How to apply

Please submit a one-page cover letter, CV, and details for two referees to Barr@act.gov.au by 11:59pm, Friday 4 September 2026.

The successful candidate will be engaged under a Legislative Assembly Members' Staff contract, and other terms and conditions of employment are governed by the ACT Legislative Assembly Members' Staff Enterprise Agreement 2023 - 2026. It is not an ACT Public Service position.

Please note prior to commencement successful candidates may be required to undergo a pre-employment Police check.

For further details about this position, please email Barr@act.gov.au or call (02) 6205 0011.