



POSITION DESCRIPTION

Directorate: *Justice and Community Safety*

Position Number: 10375

Division: *ACT Government Solicitor*

Classification: *Administrative Services Officer 6 (ASO6)*

Business Unit: *Business Services and Legal Services*

Location: *Canberra City, Ngunnawal Country*

Position Title: *Senior Executive Assistant*

Last Reviewed: 27/08/2026

Position Requirements: *Criminal Record Check*

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.



The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

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.

DIVISION OVERVIEW

The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders.

The Government Solicitor for the Australian Capital Territory is a body corporate established under the *Law Officers Act 2011* (the Act). The Solicitor-General for the ACT is appointed under the Act and also performs the functions of the Chief Solicitor. The Act provides that the Chief Solicitor may act personally in the name of the Government Solicitor for the ACT and may also authorise other appropriately qualified solicitors to act in the name of the Government Solicitor.

The ACT Government legal service delivery arrangements are centralised through the ACTGS. Pursuant to the *Law Officers Legal Services Directions 2023* (Legal Services Directions) all legal services for ACT government agencies are provided by the ACTGS, unless otherwise approved by the Solicitor-General.

The key strategic objectives of the ACTGS are to:

- Provide advice to ensure that Territory agencies and officers are aware of their legal rights, obligations and powers;
- Prepare legal agreements and provide commercial advice designed to ensure that the Territory's interests are protected;
- Provide advice and legal services consistent with the efficient and effective management of Territory resources;



- Protect the Territory from claims without legal merit and ensure that where liability exists, suitable amounts are paid in satisfaction of claims; and
- Conduct litigation consistently within the policy that the Crown act as a model litigant.

The ACTGS operates as one practice comprised by a number of Practice Groups which reflect the breadth of Territory legal work.

BUSINESS UNIT OVERVIEW

The legal services framework and arrangements position the ACTGS as integral to the delivery of Territory legal work. The capability required to support activities of Government comprise both ACTGS resources and other legal service providers. The delivery of Territory legal work is coordinated through:

- ACTGS delivery;
- other legal service providers which are approved by the Solicitor-General;
- approved in- house lawyers in directorates for services which could not conveniently be provided by the ACTGS; and
- where requested by the client, ACTGS lawyers outplaced to directorates.

ACTGS comprises of approximately 180 employees engaged using a variety of employment arrangements (full-time; part-time; casual; permanent and temporary). The ACTGS is a large employer of lawyers in the ACT. Further information can be located on the ACTGS Website at <https://www.actgs.act.gov.au/>.

POSITION OVERVIEW

The Senior Executive Assistant position provides executive support to the Solicitor-General and the Deputy Chief Solicitor. This position is responsible for providing high level administrative and secretarial support which includes managing workflow. The Senior Executive Assistant will act as a mentor to other members of the team and support staff across the office as required.

To be successful in the role, the Senior Executive Assistant is required to exercise a considerable degree of independence and sound judgement. The Senior Executive Assistant will be required to deal with sensitive issues and have the capacity to continuously prioritise matters.

The Senior Executive Assistant liaises with stakeholders at all levels within the ACTGS and the ACT Government and must maintain a high level of confidentiality and discretion, respond quickly to business needs, and adhere to tight timeframes.

Given the role provides essential support services to the Solicitor-General and the Deputy Chief Solicitor, full-time onsite attendance is required.



WHAT YOU WILL DO

Under the general direction of the Solicitor-General and Deputy Chief Solicitor, the Senior Executive Assistant will:

1. Provide timely, effective high level executive support which includes:
 - Acting as the primary point of contact for the Executive team members, which includes screening and classifying incoming inquiries and directing inquiries to appropriate areas.
 - Implementing and maintaining an effective system for prioritisation of all incoming and outgoing work including ministerial briefs, Cabinet-in-Confidence documents, letters, emails and other correspondence and initiating appropriate action and issues promptly.
 - Managing the appointment diary, meeting arrangements, emails and travel requirements and organising information in preparation for meetings.
 - Providing secretariat support, including meeting agendas and minutes.
 - Preparing draft correspondence, briefs, reports, and statistics as necessary.
 - Word processing including, advices, court documents and other documents as required.
2. Act as mentor to the Executive Assistant Team, providing guidance and support, and strategic insight to enhance individual and collective performance across the executive function.
3. Undertake minor research and provide appropriate reporting when required. Provide contracts, briefs and relevant documentation relating to matters when needed.
4. Maintain records in accordance with the Territory Records Act 2002.
5. Perform other duties as required and consistent with the classification.

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

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

1. Well-developed writing, proofreading and editing skills and good attention to detail.
2. An understanding of Government business and administrative processes, or equivalent.
3. Proficiency in the use of Microsoft Office Suite, TRIM, Adobe Pro and use of the Open Practice Management System or ability to quickly learn new programs/databases.



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Behavioural Capabilities

1. Ability to efficiently plan, organise and prioritise, anticipate possible changing circumstances, and manage workload and multiple demands to meet deadlines.
2. Ability to develop and maintain effective relationships with a wide range of stakeholders both internal and external and the ability to consult and collaborate effectively within a team environment.
3. Exercise sound judgement and discretion; and the ability to work independently with limited direction.
4. Strong written and oral communication skills

Compliance Requirements/Qualifications

1. This position does require a criminal record check.
 2. This position does not require a pre-employment medical.
 3. This position does not require a Working with Vulnerable People Check.
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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Executive Assistant (position number P10375) 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	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
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)	Frequently
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+	Never



Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

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	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	Occasionally

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