

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Finance and Assurance

Business Unit: Procurement and Sector Funding and Governance, Assurance and Risk

Position Title: Executive Assistant

Position Number: P71588

Classification: Administrative Services Officer Level 4 (ASO4)

Location: Canberra City / Woden / Hybrid

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Finance and Assurance Division is responsible for providing support across the directorate for Finance, Procurement and Sector Funding, Governance Assurance and Risk.

POSITION OVERVIEW

The Executive Assistant will play a key role in supporting two executives: the Executive Branch Manager, Procurement and Sector Funding, and the Executive Branch Manager, Governance, Assurance and Risk. The Executive Assistant will provide administrative and support to ensure the smooth and efficient operations of the Executives' offices and their respective branches.

The role requires a self-motivated, detail-orientated person with strong time management and effective organisational skills, who can think laterally, work under pressure and manage competing priorities.

WHAT YOU WILL DO

Provide high-level administrative support to two Executive Branch Managers, with tasks including but not limited to:

- Diary management: manage the Executive Branch Managers' diaries, including responding to invitations, scheduling meetings, and events, booking rooms/venues, as well as coordinating briefs and briefing materials to support meetings.
- Inbox management: triaging and actioning emails in each Executive Branch Manager's inbox.
- Finance functions: processing invoices, accounts payable and receivable for both branches.
- Travel coordination: arrange travel for the Executive Branch Managers and/or staff within the branches as needed.
- Non-complex correspondence with key stakeholders (both internal and external to the Directorate).
- IT and stationery: managing requests for stationery and/or IT equipment as needed.
- Work closely with the Division's Executive Support team, as well as other executive support officers across the directorate and public services, to ensure effective coordination and timely responses to requests for information.
- Use a wide range of computer applications including Microsoft Office and TRIM for correspondence, management, and tracking and ensure the Branches respond in a coordinated and timely manner.
- Build and manage collaborative relationships and work closely with internal stakeholders.
- Undertaking other duties appropriate to this level of classification which contribute to the operation of the branches.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in a similar role (or a role with highly transferrable skills) providing high-level administrative support to executives and their teams.
2. Sound organisational skills including the ability to effectively manage multiple tasks, determine priorities and effectively meet strict deadlines with strong attention to detail.
3. Demonstrated ability to effectively utilise Microsoft Office Suite (specifically Outlook, Excel, Teams and Word) to undertake administrative and project/policy support tasks such as organising meetings and project planning.

Behavioral Capabilities

4. Demonstrated strong interpersonal, communication and liaison skills and the ability to build and maintain productive working relationships with internal and external stakeholders – particularly other executive support officers – to ensure goals and deadlines are met.

5. Proven ability to work effectively as part of a team and independently and contribute to a positive team culture.
6. Display behaviors that are consistent with the ACTPS values of Respect, Integrity, Collaboration, and Innovation.

Compliance Requirements / Qualifications

- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Frequently
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
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)	Never
Working in a call centre environment	Occasionally
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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

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