

EXECUTIVE ASSISTANT ASO5

Directorate: Justice and Community Safety

Business Unit: Office of the Director of Public

Prosecutions (ACT)

Branch: Corporate

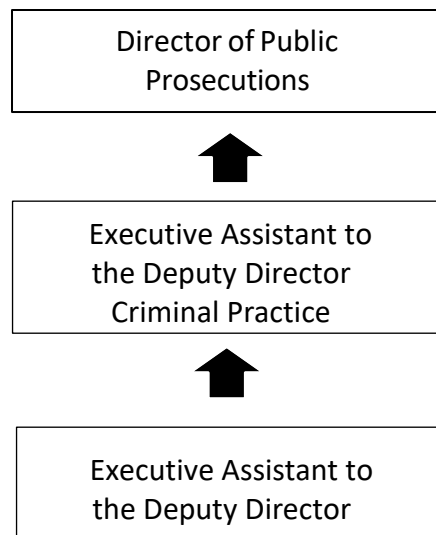
Position Number: P67883

Position Title: Executive Assistant

Classification: ASO5

Location: 20-22 London Circuit, Canberra City

Last Reviewed: August 2026



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 as demonstrate the related signature behaviours.

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS OVERVIEW

The ACT Office of the Director of Public Prosecutions was established under the *Director of Public Prosecutions Act 1990* to institute, conduct and supervise prosecutions and related proceedings.

The Office comprises:

- The Director of Public Prosecutions (the Director), an independent statutory officer appointed by the ACT Executive
- Staff employed under the *Public Sector Management Act 1994* to assist the Director.

The ODPP's principal role is to provide an independent, professional and effective prosecution service to the ACT community.

The Office maintains a strong commitment to the ACT Public Service Code of Conduct.

POSITION OVERVIEW

The Director of Public Prosecutions (DPP) is looking for a highly experienced Executive Assistant to work in a dynamic and fast-paced environment. The successful candidate will:

- Demonstrate the ability to work independently
- Display strong time management skills, and
- Create a positive first impression for the ODPP.

The successful applicant will work closely with a small team of corporate service officers and provide flexible support to other members of the Executive Team as required.

WHAT YOU WILL DO

The successful applicant under limited supervision will:

1. Provide a range of high-level confidential administrative support functions to the Deputy Directors including diary management, arranging and scheduling appointments and meetings, fielding telephone calls and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.
2. Take minutes at meetings and committees as required and follow up on action items including liaison with senior stakeholders.
3. Effectively coordinate the diverse range of matters submitted for each Deputy Director's consideration, identifying matters that need to be referred for further information or that need to be brought to the urgent attention of the Executive.
4. Liaise effectively with key internal and external stakeholders to provide timely advice and information to meet business objectives and address operational service delivery issues.
5. Ensure highly sensitive matters and files are organised, handled and stored appropriately in accordance with records management policies.
6. Manage and maintain office systems and identify areas where improvements can be made.
7. Contribute as part of the wider administrative support team to undertake office management and administrative duties.
8. Monitor correspondence, including emails and workflow to ensure deadlines are met and matters are attended to in a timely manner.
9. Maintain records in accordance with the Territory Records Act 2002.

WHAT YOU REQUIRE

1. Demonstrated experience in providing high-level confidential support to a senior executive or manager, or sufficient established capacity to provide such support.
2. Advanced organisation and administration skills, and ability to prioritise independently, and work in an accurate and precise manner.
3. Demonstrated experience and advanced skills in Microsoft Office software, particularly Microsoft Outlook. Demonstrated ability to prepare routine correspondence and proof-read documents.
4. Well-developed communication skills, including the ability to communicate with influence, both orally and in writing, and negotiate, liaise and collaborate with a wide range of people across the DPP and externally, and the ability to set boundaries to assist with the diary management of both Deputy Directors.

Other Capabilities

- Commitment to the ACT Public Service Respect, Equity and Diversity Framework, ACT Public Service Performance Framework and Workplace Health and Safety framework.
- Proven resilience in the context of exposure to difficult and confronting content.
- Demonstrated ability to maintain strict confidentiality and at all times.

Compliance Requirements / Qualifications

- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

APPLICATION

To apply for this position, please provide:

- A completed application form (available via the position advertisement at www.jobs.act.gov.au including contact details for two referees.
- A resume/curriculum vitae that outlines your skills and experience.
- A response of no more than two (2) pages, addressing the identified capabilities describing how your knowledge, experience and qualifications meet the skills and capabilities required for this role.

Note:

- *Selection may be based on application and referee reports only.*
- *This process may form a merit pool to be utilised in the filling of future vacancies.*

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of *Grade 1-2 Prosecutor* and indicates how frequently each of these requirements would be performed. Please note that the ACTPS is committed to providing reasonable adjustments 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	Occasionally
Designated workstation	Frequently

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)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Occasionally
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)	Occasionally
Working outdoors	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	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	Occasionally

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

