

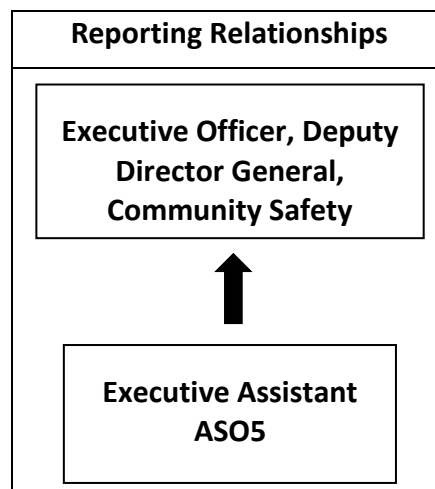


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/ Agency	Office of the Director-General
Position Number	P66687
Position Title	Executive Assistant
Classification	Administrative Services Officer Class 5 (ASO5)
Location	Canberra City
Last Reviewed	July 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.

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

BRANCH OVERVIEW

The Office of the Director-General is responsible for the overarching administration and management of the Directorate, and coordination with respective portfolio Ministers. The Office of the Director-General consists of the Director-General, two Deputy Directors-General and three Executive Officers. The office is supported by two Executive Assistants, with the Senior Executive Assistant, who works to the Director-General, having responsibility to lead, mentor and supervise the team of Executive Assistants, with the ability to delegate and support the team as required.

The Executive Assistants work closely with the Executive Support Officer and Executive Officers to ensure the senior executives are effectively and efficiently prepared and organised to consistently perform their duties at a high level.

POSITION OVERVIEW

The Executive Assistant provides high-level administrative support to the two Deputy Directors-General. The Executive Assistant is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement.

The Executive Assistant is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes.

WHAT YOU WILL DO

Under the general direction of the Deputy Directors-General, the Executive Assistant will:

1. Provide high-level administrative support to the Deputy Directors-General in a dynamic and high-pressure corporate environment. Specific duties include:
 - Comprehensive diary management requiring the ability to multi-task competing priorities and being proactive in diary planning.
 - Sensitively managing access to the Deputy Directors-General, enabling them to manage their time as effectively as possible, including to prioritise incoming correspondence, telephone calls and visitors.

- Managing emails including prioritising and categorising messages to coordinate timely responses, and action tasks as directed by the Deputy Directors-General.
 - Exercising discretion and mature judgement in all interactions with stakeholders and staff.
 - Ensuring the Deputy Directors-General are well prepared for all meetings, including preparation of meeting papers, organising pre-briefings and preparing meeting rooms.
 - Maintain records in accordance with the *Territory Records Act 2002*, including tracking, drafting and coordinating correspondence including time critical, sensitive or classified information and other tasks set by the Deputy Directors-General.
 - Arranging travel and accommodation, managing the reconciliation of credit cards, fringe benefits tax and other acquittals for the Deputy Directors-General.
 - Other tasks and duties as directed by the Deputy Directors-General.
2. Deliver high-level stakeholder management with an ability to build strong rapport with an emphasis on quality customer service and attention to detail.
 3. Prioritise workload, problem solve and work as an organised, positive and proactive member of the Executive team who can anticipate needs.
 4. Providing quality secretariat and other support as required, including preparation of meeting agendas and minute taking.

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

1. Experience in the use of computer applications, including the Microsoft Office Suite, Records Management Systems such as TRIM and other purpose built databases.
2. The ability to provide high level executive support to a Senior Executive or similar level in a confidential environment, including answering phones and directing calls, managing emails and diary management.
3. Strong organisational skills and the demonstrated ability to manage competing priorities and meet deadlines with minimal supervision in a time pressured environment.

Behavioural Capabilities

1. The ability to work collaboratively and effectively as part of a team and autonomously.
2. Demonstrated well-developed interpersonal, verbal and written communication skills including the ability to use judgement and handle matters with discretion and tact.
3. Demonstrated experience in maintaining effective stakeholder relationships with a wide range of clients, both internal and external.

Compliance Requirements/ Qualifications

1. The successful applicant of this position must be able to obtain and hold a Negative Vetting 1 (NV1) national security clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Assistant, P66687 and indicates how frequently each of these requirements would be performed. Please note that the 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	Occasionally
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	Frequently
Frequent paid 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	Never
Working directly with the public	Frequently

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+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally

Sequential repetitive movements in a short amount of time	Occasionally
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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	Occasionally
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	Occasionally