

POSITION DESCRIPTION

Directorate: *ACT Electoral Commission*

Position Number: *43015*

Position Title: *Executive Assistant*

Classification: *AS04*

Reporting to: *Executive/ Finance Manager
(administrative supervision)*

Location: *Canberra City*

Last Reviewed: *August 2025*

AGENCY OVERVIEW

The ACT Electoral Commission is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly. The Commission delivers trusted, transparent, secure and accessible electoral services. The operating title of the office of the Commissioner and staff is Elections ACT.

POSITION OVERVIEW

The Executive Assistant role provides administrative and executive support to the Electoral Commissioner and Deputy Commissioner. The role ensures the efficient management of communication, office operations, diary scheduling and liaises with stakeholders while exercising professionalism, maintaining confidentiality and discretion, independent and consistent exercise of sound judgement.

WHAT YOU WILL DO

1. Provide executive and administrative support to the ACT Electoral Commissioner including diary management, arranging appointments and travel as required, setting up meetings including administrative arrangements and catering, compiling minutes, and managing incoming and outgoing information/documentation, filing and photocopying, prioritising, and monitoring tasks and work activities.
2. Providing secretariat support for Commission meetings, including scheduling, agenda preparation and minute taking.
3. Draft, track and coordinate correspondence and assist with research of electoral issues as required.

4. Booking and managing travel arrangements for Commission staff in line with the Public Sector Management Standards and Chief Executive Financial Instructions.
5. Perform a variety of clerical tasks associated with the conduct of elections under the *Electoral Act 1992* and the *Referendum (Machinery Provisions) Act 1994*.
6. Provide administrative support to the organisation, including assisting with the processing of finance requests, human resources administration and property management, as required.
7. Answer electoral enquiries and liaise with staff at all levels, including other Electoral Commissions, agencies and members of the public.
8. Assist with the conduct of fee-for-service elections.
9. Maintain records in accordance with the *Territory Records Act 2002*.
10. Adhere to the ACTPS Code of Conduct.
11. Undertake other duties as required.

WHAT YOU REQUIRE

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

Professional / Technical Capabilities

1. Experience in providing administrative assistance to a Senior Executive or similar role.
2. Experience and ability in providing high level organisational and office management support, including the ability to exercise initiative, prioritise workloads and meet set deadlines.
3. Verbal and written communication skills, including ability to effectively liaise with a range of key stakeholders.

Behavioural Capabilities

1. Organisational skills, with the ability to proactively oversee and/or assist with multiple tasks, prioritise competing deadlines and be accountable for delivering agreed business outcomes.
2. Resilience to effectively meet strict deadlines in a high-pressure, constantly changing environment while consistently demonstrating adherence to our values and a commitment to high-quality customer service principles and practices.

Compliance Requirements / Qualifications

1. This position may require a police check.

2. As an electoral officer the person occupying this position will be required to perform duties on election and referendum days.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of *Executive Assistant* (position number 43015) and indicates how frequently each of these requirements would be performed. Please note that Elections ACT 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
Peaks and troughs	Frequently
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)	Never
Working in a call centre environment	Never
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
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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	Never

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally