

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P69703

Division: Delivery - Housing

Classification: Administrative Services Officer
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Business Unit: Executive Office – Delivery
Housing

Location: Canberra City

Position Title: Executive Assistant to
Executive Group Manager

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 demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Infrastructure Canberra's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure, and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces without our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindymarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of infrastructure designated by the ACT Government as major programs or projects.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.
- Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

The Delivery-Housing Division leads the ACT Government's public housing capital works program. The division is responsible for delivering new housing infrastructure and maintaining existing assets to ensure safe, sustainable and inclusive homes for the community.

The division oversees the planning and delivery of public housing developments that support growth, renewal and accessibility objectives, while contributing to the ACT Housing Strategy's goals of increasing public housing supply and improving housing affordability.

The division is also responsible for the asset management and maintenance of the ACT public housing portfolio, including the delivery of repairs and maintenance programs that preserve asset condition, enhance tenant outcomes and maximise the long-term value of public housing assets. In addition, the division leads the implementation of the ACT Government's public housing repairs and maintenance insourcing program, including the development of a future service delivery model and the progressive establishment of internal capability to deliver some housing maintenance services. This work supports the transition to a phased Government-led operating model that improves service delivery, strengthens accountability and delivers better outcomes for public housing tenants.

The division contributes to the ACT Government's broader infrastructure objectives by integrating housing delivery with community planning and place-based outcomes, embedding principles of sustainability, equity and liveability across all housing projects.

POSITION OVERVIEW

Reporting to the Business Support Officer, the Executive Assistant to Executive Group Manager is responsible for providing high-level executive and administrative support within a fast-paced dynamic team.

The successful candidate will have a high level of independence and impartiality, whilst also working effectively as part of a team.

The primary duties and responsibilities for this position, with general direction are:

- Provide high level, efficient executive support to the executives, including inbox and calendar management, preparation and coordination of information for meetings, and the organisation of meetings, appointments and travel as required.
- Foster productive working relationships to assist the individual, team and organisational objectives. This includes an ability to effectively manage outwards and upwards as well as networking and collaborating with other executive assistants/internal key contacts.

- Provide comprehensive administrative support through the review, coordination, and prioritisation of documentation; tracking and researching background information; and monitoring correspondence systems to ensure timely, high-quality responses, including accurate electronic filing using Objective ECM.
- Prepare agendas and papers required for meetings including recording, transcribing and distribution of minutes for meetings.
- Provide administrative support to the broader division and executive support teams as required - including - processing accounts using the APIAS finance system, reconciling expenditure and provide co-ordination and administrative assistance to support the functions of the executives.
- Assist with divisional recruitment processing including onboarding and off-baording processes for divisional team members
- Undertake other duties appropriate to this level of classification which contribute to the operation of the unit and organisation.
- This position may involve supervision of staff.

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. Demonstrated advanced organisational and administrative skills, with proven ability to provide high-level executive support to a senior executive in a demanding and dynamic environment. This includes experience in prioritising, coordinating tasks, and managing schedules and meeting deadlines in a busy work environment.
2. Well-developed written and verbal communication skills including the ability to collaborate effectively in a team environment with the ability to effectively manage multiple demands, to meet deadlines in a calm and efficient manner.
3. Self-management skills including the ability to take initiative, solve problems and proven proficiency in the use of various standard computer applications, correspondence tracking systems and experience in initiating and managing associated reporting procedures and programs.

Behavioural Capabilities

4. Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Desirable:

- Relevant experience and/or qualifications in executive support/office management.
- Experience with Microsoft Office is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Assistant 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 (activity-based work environment)	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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)	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)	Never
Working outdoors	Never

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

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	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

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