

# EXECUTIVE ASSISTANT ASO6

**Directorate:** Justice and Community Safety

**Business Unit:** Office of the Director of Public

Prosecutions (ACT)

**Branch:** Corporate

**Position Number:** P66271

**Position Title:** Executive Assistant

**Classification:** ASO6

**Location:** 20-22 London Circuit, Canberra City

**Last Reviewed:** August 2026

Director of Public  
Prosecutions



Executive Assistant to  
the Director

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

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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

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Under limited supervision, you will:

1. Provide high-level, confidential administrative support functions to the Director, 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. Plan, coordinate and provide high-level secretariat support to conferences, functions, committees and meetings including preparing agendas and papers; taking minutes and following up on action items; preparation of reports and papers for presentation by the Director, and liaison with senior stakeholders.
3. Effectively coordinate the diverse range of matters submitted for the Director's consideration, identifying matters that need to be referred to others for further information or that need to be brought to the urgent attention of the Executive.
4. Ensure highly sensitive matters and files are organised, handled and stored appropriately in accordance with records management policies.
5. Manage and maintain office systems relevant to the Director's office and identify areas where improvements can be made.
6. Monitor the editorial quality of documents submitted to, or distributed on behalf of, the Director.
7. Liaise effectively with key internal and external stakeholders to provide timely advice and information to meet business objectives and address operational service delivery issues.
8. Undertake a range of office management and administrative duties as required

## WHAT YOU REQUIRE

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

### Core Capabilities

1. Demonstrated experience in providing high-level confidential support to a senior executive.
2. Demonstrated experience and advanced skills in Microsoft Office software, particularly Microsoft Outlook.
3. Demonstrated ability to prepare routine correspondence and proofread 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 ODPP and externally.
5. Demonstrated ability to provide superior service delivery, addressing issues promptly, taking pride in work and seeking to continually improve outcomes. Ability to develop operational responses to recurring issues based on an accurate appraisal of facts, causes, assumptions, and different points of view.
6. Demonstrated ability to plan and prioritise workload, adapt to changing work environments and effectively meet new challenges. Ability to undertake allocated work in a precise and accurate manner. Demonstrated perseverance in achieving objectives and coping effectively with setbacks and problems.
7. Demonstrated ability to display commitment to the implementation of the principles of workplace diversity, participative work practices and workplace health and safety. Maintain records in accordance with the *Territory Records Act 2002*.

### Other Capabilities

1. Resilience in the context of exposure to confronting material.
2. Ability to maintain strict confidentiality and at all times.
3. Demonstrated commitment to the ACT Public Service Respect, Equity and Diversity Framework, ACT Public Service Performance Framework and Workplace Health and Safety principles.

### Compliance Requirements / Qualifications

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

## APPLICATION

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To apply for this position, please provide:

- A completed application form (available via the position advertisement at [www.jobs.act.gov.au](http://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

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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     |



