



Salary

\$ 74049 to \$ 79871

Opportunity Type

Full-Time;Part-Time

Opportunity Status

Ongoing

APS Classification

APS Level 4

Position Reference

Several Positions

**Closing Date**

2/03/2025

Job Category

Administration

Office Arrangement

On Site;Flexible

Department of Home Affairs

**Executive Assistant**

Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA

**> ALL GROUPS | > ALL DIVISIONS | N/A | Various**

An APS 4 Executive Assistant works to the needs of the executive within the Department of Home Affairs (the Department) or the Australian Border Force. They are able to quickly build a successful partnership with their supervisor by using their emotional intelligence and utilising knowledge of the executive's individual preferences. They are accountable, under general direction, to perform and achieve a range of routine to moderately complex administrative support work, within a fast-paced environment. They are required to have a sound understanding of, and be compliant with, relevant legislative frameworks, government decision-making processes and policy requirements.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

**Our ideal candidate**

Our ideal candidates are effective communicators, have great time management skills, display close attention to details, are able to manage competing priorities and manage work accordingly under the supervision of their executive.

These candidates should work with a solutions focus, using knowledge, creative thinking and sound judgement to manage various types of issues/situations that arise. Under limited direction, they may undertake some basic research and analysis activities, as well as additional ad hoc tasks at the discretion of the executive.

**The key duties of the position include:**

At the APS 4 level Candidates will be expected to possess the following capabilities:

- Undertake diary management, including prioritising time and drawing attention to matters of importance
- Address routine to moderately complex telephone and email enquiries and independently respond to internal and external queries
- Under general direction, prepare meeting materials, correspondence, presentations and minutes, including the administration of critical, confidential and sensitive information
- React quickly and flexibly to any change in the executive's schedule, including rescheduling to achieve the required outcomes

- Have excellent interpersonal skills and undertake other administrative tasks and ad hoc activities for the executive as required
- Provide quality assurance including proof reading, editing and drafting of documents such as briefs, minutes and other advice in accordance with departmental guidelines
- Liaise with stakeholders and assist with the resolution of moderately complex issues
- Under general direction use a level of tact, diplomacy or persuasion to re-negotiate timeframes with stakeholders, if it is clear that timeframes are not going to be met
- Anticipate and identify relevant internal stakeholders' expectations and concerns and adapt communication style to present messages in a clear and concise manner
- Provide support and guidance to a lower level or new staff member to successfully carry out the role
- Explore opportunities for improved practices and processes, both individually and as part of the broader Executive Support Network
- Contribute to a healthy and safe working environment, modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.

### **Additional information**

Selected candidates will be placed in the location of SES employees.

### **Eligibility**

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

### **Notes**

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible

working conditions appropriate to the level of the position. The Australian Public Service (APS) [Employee Value Proposition](#) (EVP) highlights the top reasons our employees enjoy working in the APS.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

**Contact Officer**

SES Unit

**Contact Phone**

N/A

**Agency Employment Act**

PS Act 1999

**Website**

[Department of Home Affairs](#)

**Position Number**

137062

**Vacancy Number**

## Getting to know the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion.

The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship.

We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information  
[www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

[Learn More](#)