



Australian Government
Department of Climate Change

Job Description

Reference number:	25881	Date Approved:	4 July 2008
Title:	Executive Assistant	Closing date:	25 July 2008
Designation:	APS Level 3		
Division:	Executive		
Branch:	Executive Support Unit		
Section:			
Location:	Canberra		
Immediate supervisor:	Executive Officer		
Security classification:	Top Secret		

Duties

1. Provide administrative support services to the Executive including assistance with:
 - coordination and set-up of meetings with key stakeholder groups;
 - maintenance of record keeping systems;
 - collation and distribution of documents; and
 - general coordination and support functions within the Unit.
2. Provide support services to other areas of the Department as required and contribute effectively as a team member.

Selection Criteria

1. Demonstrated skills, knowledge and experience as an office assistant and ability to learn new skills.
2. Proven organisational and managing workflow skills.
3. Sound oral communication and interpersonal skills and ability to work as part of a team to meet strict deadlines.
4. Ability to demonstrate initiative and sound judgement.
5. An appreciation of workplace diversity, industrial democracy and occupational health and safety principles, guidelines and practices and a commitment to maintain an equitable, participative and safe working environment.

Please note that applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering DCC as a potential employer.

Applications should be forwarded to:
The Recruitment Officer
DCC Corporate Services Human Resources Team
The Department of Climate Change
GPO Box 854
CANBERRA ACT 2601

Email: recruitment@climatechange.gov.au