



# A NEW OUTLOOK FOR YOUR CAREER

## Executive Assistants

APS 4

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<b>JOB REFERENCE NUMBER</b>	14698 and 13203
<b>CLASSIFICATION</b>	APS Level 4 (Administrative Services Officer Level 4)
<b>GROUP</b>	Data & Digital
<b>PROGRAM</b>	Various
<b>LOCATION</b>	Melbourne
<b>STATUS</b>	Ongoing
<b>WORKING HOURS</b>	Full time
<b>SALARY RANGE</b>	\$65,620 to \$71,959 plus an additional 15.4% superannuation
<b>CLOSING DATE</b>	11:30pm AEST/AEDT Thursday, 26 <sup>th</sup> November 2020
<b>APPLICANTS</b>	Australian Citizenship – see <a href="#">Eligibility Requirements</a>
<b>CONTACT OFFICER</b>	Boris Kelly-Gerreyn General Manager, Data Program Mobile: 0417 912 516 Email: <a href="mailto:boris.kelly-gerreyn@bom.gov.au">boris.kelly-gerreyn@bom.gov.au</a>

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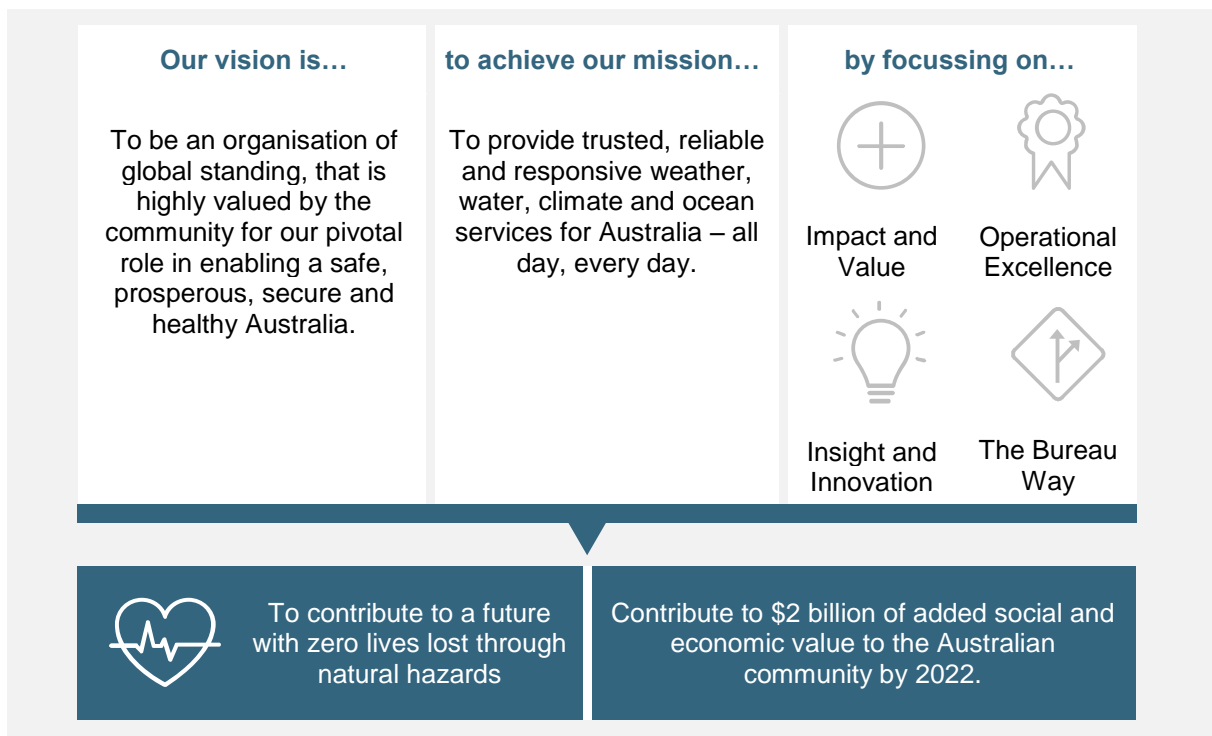
## ABOUT US

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific.

We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunamis and tropical cyclones.

Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focussed scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services.

We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.





## WORKING AT THE BUREAU

The Bureau represents a dynamic and exciting opportunity. A role with the Bureau involves:

OUR WORK	OUR PEOPLE	OUR ENVIROMENT	OUR EXPIERENCE
Purpose-driven impactful work that brings real benefit to the Australian Community, businesses and industry.	A deeply passionate and highly skilled workforce that continuously challenges the status quo to achieve greater impact and experiences for our colleagues and customers.	A world class organisation with excellent workplaces in great locations, access to cutting-edge technology and a safe and inclusive environment for everyone.	A commitment to professional development and growth, backed by clear career pathways and training opportunities, and complimented by a competitive remuneration package.

## POSITION OVERVIEW

These roles will provide direct Executive Assistant to the following senior managers:

- General Manager, Data Program
- General Manager, Application Services
- General Manager, Digital Channel and Customer Experience Design.

The positions require extensive experience as an Executive Assistant with a high level of organisation and management skills including extensive diary management, management of correspondence, gathering and collating information for briefing materials, organisation of travel and meetings, procurement and the provision of secretariat services.

The role will include the coordination and collation of material for the Senior Managers and will require the application of critical thinking, the ability to deal with sensitive information and the expertise to undertake research in the preparation of background information on matters that involve the Senior Managers as well as input to briefings and meetings.

The occupants of these positions will report directly to the respective Senior Manager.

## ROLE RESPONSIBILITIES

The responsibilities of the role include but are not limited to:

1. Extensive diary management including prioritising and scheduling meetings, travel, itinerary and accommodation, as well as telephone contact and email management.
2. Prepare and manage reports, correspondence, presentations and meeting minutes, including the administration of critical, confidential and sensitive information.
3. Gather, research and collate information for the preparation of briefing material and reports, including regular standard reports, as well as responding to adhoc requests.
4. Prepare agendas and meeting material. Record meeting outcomes and decisions for internal and external meetings, including national and international committees and forums, as appropriate.



5. Arrange and coordinate meetings with internal and external stakeholders and coordinate room bookings, audio visual equipment and other meeting resources as required.
6. Organise and coordinate activities, official functions and events on behalf of the Senior Manager and the Bureau as required.
7. As required, undertake other administration tasks and adhoc special project activities.
8. Establish and maintain effective and productive working relationships with staff across the Bureau including senior Group staff.
9. Under the direction of the Senior Manager, support effective and productive working relationships with external stakeholders.
10. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct

## SELECTION CRITERIA

The Bureau encourages applications from all suitably qualified candidates. Applications will be considered based on alignment with selection criteria, which have been matched to the APSC Work Level Standard and Integrated Leadership Systems for APS Level 4 positions.

1. Well developed oral and written communication skills, and sound interpersonal skills. Ability to liaise and consult with all levels of management, staff of Ministerial offices and the Australian community in a professional manner. Ability to draft a variety of documents for a range of audiences.
2. Ability to perform effectively as a senior Executive Assistant, through demonstrating excellent secretarial, administrative and organisational skills, incorporating diary management, travel arrangements, document control and research skills. This includes the ability to set priorities, work with limited supervision, meet deadlines and proactively follow-up issues.
3. High level of proficiency in using a range of software, particularly the MS Office Suite (Outlook, Word, Excel, PowerPoint, Access) and SharePoint. Fast and accurate keyboard skills are essential.
4. Ability to learn, adopt and use new tools and technology relevant to the role.
5. Ability to act in a confidential manner and demonstrate a high level of professional integrity in relation to all correspondence, documentation and information handled.
6. Personal qualities of sound judgement, flexibility, initiative and motivation.
7. Understanding of the Bureau's diversity and inclusion statement of commitment and APS Values and Code of Conduct

## Mandatory Requirement

Previous experience as an Executive Assistant is highly regarded.



## MERIT POOL

The selection process will establish a merit pool that may be used to fill similar positions within 12 months.

## HOW TO APPLY

Applications can be lodged through [BOMCareers](#).

Your application will consist of resume, contact details for two referees and a '700'-word pitch' that considers:

- position overview
- job responsibilities
- selection criteria
- relevant sections of the [Integrated Leadership System \(ILS\)](#) and [APS work level standards](#).

The Bureau is an equal opportunities employer. We will support applicants with disability through our [RecruitAbility Program](#) and will provide reasonable adjustments such as access, equipment and other practical support at relevant stages of the recruitment process.

We recognise the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity and is described in our [Diversity and Inclusion Statement of Commitment](#). We strongly encourage qualified applicants from diverse backgrounds to apply.

The Bureau offers flexible working options, reasonable workplace adjustments and an Employee Assistance Program (EAP). Should you have any questions or experience any difficulties with applying online, please contact the Recruitment Team on [BOMCareers@bom.gov.au](mailto:BOMCareers@bom.gov.au)

## COVID-19 RESTRICTIONS

We understand there are unique and evolving challenges due to the current COVID-19 pandemic. The Bureau is responsive and making changes to ensure the safety of all candidates and our team.

Under the relevant legislation and guidance of the National Chief Medical Officer:

- Currently all interviews will be held via audio/video conference (across a range of platforms to accommodate personal requirements) unless otherwise advised.
- The successful candidate may be required to carry out the duties remotely for either a period or until otherwise advised.

## ADDITIONAL INFORMATION

To find out more about the employment conditions at the Bureau, please refer to the Bureau of Meteorology [Enterprise Agreement 2018](#).