



A NEW OUTLOOK FOR YOUR CAREER

Executive Assistant

APS4

JOB REFERENCE NUMBER	15919
CLASSIFICATION	APS 4
PROGRAM	Public Services Transformation Program
LOCATION	Canberra
STATUS	Non-ongoing specified task until 15 July 2021
WORKING HOURS	Full Time
SALARY RANGE	\$65,620 - \$71,959, plus an additional 15.4% superannuation
CLOSING DATE	NA
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	None
CONTACT OFFICER	Phone: Sue Roe or Mounika Bobbala PST Resourcing Lead Email: PST_HR@bom.gov.au



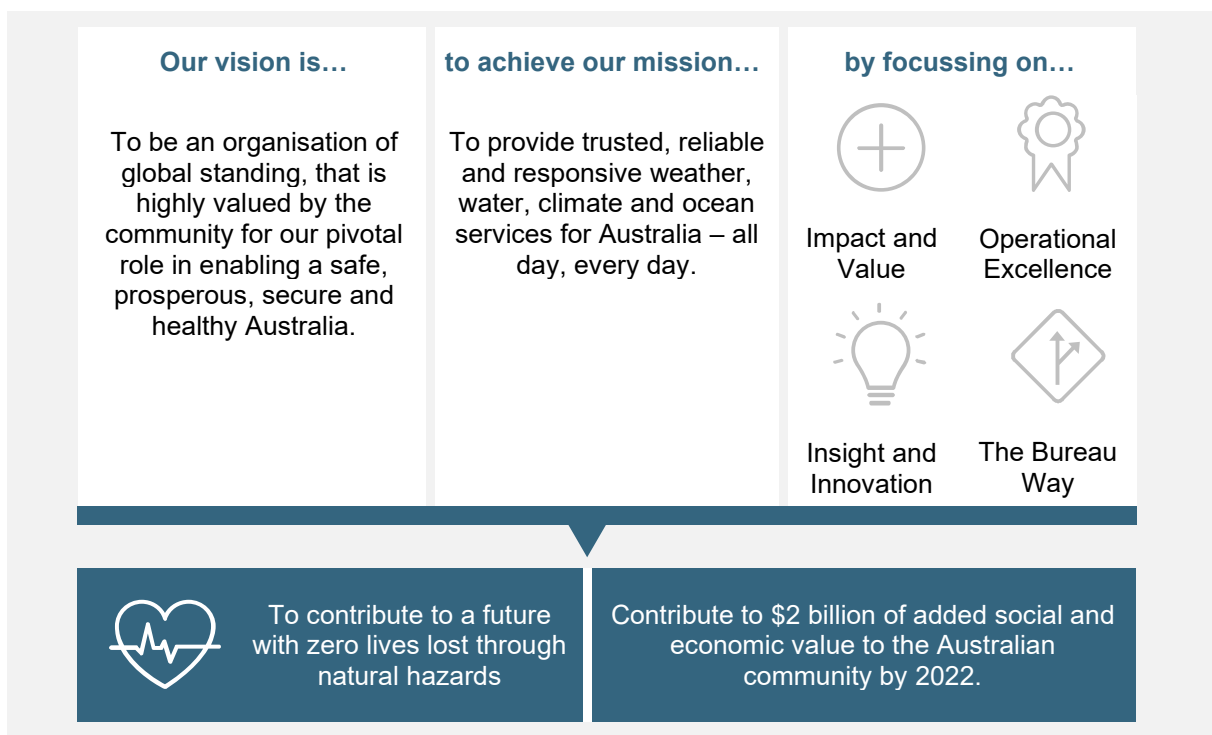
ABOUT US

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

We are seeking a high-performing self-starter to fill the role of Executive Assistant to the Program Director, Public Services Transformation Program. Strong interpersonal skills, a positive disposition and a well-established service ethos are needed to succeed in this role. The successful candidate will have demonstrated experience in handling sensitive and confidential information. It is expected that the successful candidate will bring previous experience as an Executive Assistant, preferably in a Government environment.

High level organisation and management skills are essential to the role, including diary management, correspondence management, organising travel and meetings, gathering and collating meeting materials, procurement and some note taking in meetings.

About the Public Services Transformation Program

The Bureau has embarked on a Public Services Transformation Program that will establish a fully integrated national approach to delivering meteorological, hydrological, climatological, and communication services. A national production capability will be augmented by enhanced environmental prediction domain specialities, and the insight and wisdom of local experts in our State and Territory offices. The new approach will provide a stronger connection to our customers at local and regional levels.

This approach will significantly enhance the investment the organisation makes in the development and training of its staff and the Program will be designed, developed, and deployed in consultation with staff, customers, partners and stakeholders.

This program will see the Bureau increasing its overall investment in our public services and our staff and will help us deliver on our goals that underpin the Bureau's Strategy 2017-22: contributing to zero lives lost due to natural hazards and to an added \$2 billion in added social and economic value for Australia by 2022.

The transformation will deliver outcomes in three areas including:

- Provide customers with an outstanding experience every time they engage with the Bureau;
 - Deliver products and services that provide the highest impact and value for the Australian community; and
 - Ensure the Bureau's operations are resilient and sustainable.
- More information can be found in the Public Services Transformation website.



ROLE RESPONSIBILITIES

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

1. Provide a high level of administrative support to the Program Director, including:
2. Diary and email management including prioritising and scheduling meetings, monitoring and actioning emails, travel, itinerary and accommodation, as well as telephone contact.
3. Arrange and coordinate meetings with internal and external stakeholders and coordinate room bookings, audio visual equipment and other meeting resources as required.
4. Prepare and manage meeting materials, correspondence, presentations and minutes, including the administration of critical, confidential and sensitive information.
5. Prepare agendas and meeting material. Record meeting outcomes and decisions for internal meetings.
6. Gather and collate information for the preparation of briefing material and reports as requested.
7. Organise and coordinate activities on behalf of the Program as required.
8. Undertake other administration tasks and adhoc activities for the Program and Program Leadership team as required.
9. Establish and maintain effective and productive working relationships within the Program, with other Executive Assistants in the Bureau, staff across the Bureau and external stakeholders.
10. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
11. Commitment to [APS Values and Code of Conduct](#) and understanding of the [Bureau's diversity and inclusion statement of commitment](#)

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 4 positions.

Mandatory

- Proven record in providing a high standard of administrative support to a senior executive. Proven administration and organisational skills, with the ability to set and manage multiple priorities. Experience in a comparable role in the Australian Public Service is desirable.
- Demonstrated well-developed interpersonal and relationships skills, with the ability to liaise and consult with a broad range of stakeholders using a high degree of professionalism.
- Demonstrated ability to apply sound judgement and act with integrity.
- Is organised, driven and priority oriented and can work in a fast-paced and emerging environment.
- Intermediate proficiency in Microsoft Office suite (in particular Word, Excel and Outlook)
- Excellent communication skills, both in written and verbal form, with the ability to adapt to different audiences and draft professional presentations, written correspondence and concisely summarise information.
- Demonstrated ability with achieving results and ensures closure.

Desirable

- Government experience will be 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

Your application will consist of a resume, including contacts for two referees and provide

- a 'one-page pitch' (maximum 1000 words) outlining your skills, knowledge and experience and why you should be considered for this vacancy;

When addressing the selection criteria, you should take into consideration the position overview, the job responsibilities, the selection criteria and the relevant section of the [Integrated Leadership System \(ILS\)](#) and [APS work level standards](#) when writing your response.

Where possible include specific examples of your work experience that relate to the job using the STAR method:

Situation	What was the situation?
Task	What tasks were involved in that situation?
Action	What actions did you take?
Results	What were the results of those actions?

If this sounds like the opportunity you are looking for, submit an online application through the [Bureau of Meteorology Career](#) website by the closing date.

RecruitAbility

The Bureau of Meteorology is committed to supporting the employment and career development of people with disability. RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

Workplace Adjustments

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process.

Additional information

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

For further information on our recruitment process and how to apply refer to our careers website <http://www.bom.gov.au/careers/apply.shtml>.

Should you experience any difficulties with accessing the eRecruit system and applying online, please contact the Recruitment Unit by email jobs@bom.gov.au or phone 03 9669 4401.

Applications can be lodged through [BOMCareers](#). Your application will consist of resume, contact details for two referees and a '1000-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 jobs@bom.gov.au or phone 03 9669 4401.

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](#).