



### **Job Details**

**Reference:** 2

**Position Title:** Executive Assistant to Director

**Classification:** APS 5

**Salary range:** \$60,082 - \$64,892 per annum, plus an additional 15.4% superannuation

**Location:** Docklands Victoria

**Division:** Corporate

**Branch:** Executive and International Affairs

**Section:** Executive Support

**Status:** Ongoing

**Applicants:** Australian citizenship – see [Essential Applicant Information](#)  
**Security Assessment required**

**Applications close:** Thursday, 5 November 2009

### **Advertisement**

The Bureau of Meteorology is an Agency in the Environment, Water, Heritage and the Arts portfolio of the Australian Government. As Australia's national weather, climate and water agency, the Bureau's expertise and services assist Australians in dealing with the harsh realities of their natural environment, including drought, floods, fires, storms, tsunami and tropical cyclones. Through regular forecasts, warnings, monitoring and advice spanning the Australian region and Antarctic territory, the Bureau provides one of the most fundamental and widely used services of government.

The Bureau is currently seeking to appoint an experienced Executive Assistant to provide secretarial and administration support to the agency's CEO, the Director of Meteorology. Located in the Docklands, this role requires a dynamic and professional individual with strong administration, organisation and communication skills.

### **Duty Statement**

Under general direction, and acting in an Executive Assistant role,

1. Provide administrative and secretarial support to the Director of Meteorology including:
  - Management of mail, emails, telephone calls and correspondence;
  - Schedule and diary management;
  - Development and maintenance of relevant electronic documents and records;
  - Preparation of responses to correspondence and handling custody of confidential papers;
  - Preparation of briefing material;
  - Liaison with senior officers as appropriate.
2. Undertake investigations for the Director and prepare associated documents.

## **Duty Statement continued**

3. Organise meetings, travel arrangements and official functions on behalf of the Director.
4. Contribute to the functions of the Executive Support Unit.
5. Be aware of, and apply as necessary ,the principles and practices of the various elements of the Bureau's Social Justice Strategy.

**Duties representing highest function: 1**

**Reports to: Director of Meteorology Head of Agency – Bureau of Meteorology (Ref: 1)**

## **Job Profile**

The Executive Assistant provides a range of administrative and secretarial services to the Bureau of Meteorology's Executive Management group who have overall corporate responsibility for the management and planning of the Bureau's activities and the discharge of Australia's international meteorological responsibilities.

The Executive Assistant acts as personal assistant to, and provides high level administrative and secretarial support for, the Director of Meteorology, the Bureau's Chief Executive Officer.

The Director's Executive Assistant is often the first point of contact for senior representatives of federal and state governments as well as international bodies.

The Executive Assistant screens incoming telephone calls, arranges appointments, receives guests and visitors, draws on and compiles information from diverse sources, prepares correspondence, briefs, submissions and presentations and provides secretarial assistance at conferences and meetings. The occupant also coordinates administrative functions in the Director's Office, provides registry and confidential file management services, undertakes information searches and makes travel arrangements.

The position works to the Director of Meteorology but is also part of a small administration and support unit managed by the Executive and International Affairs Branch Administrative Officer. The unit provides a range of services for the Director, Deputy Directors and the Assistant Director (Executive and International Affairs).

Some work out of standard hours may be required at short notice.

## Selection Criteria

***Selection will be made on the basis of assessment against specified selection criteria. It is in the interests of applicants to note the selection criteria and frame their applications accordingly.***

***To assist you prepare your application, please read the information at [General Information for Applicants](#) and complete the Bureau of Meteorology Application Cover Form.***

### **Important**

1. Highly developed oral and written communication skills, and sound interpersonal skills. Ability to liaise and consult with a wide variety of stakeholders such as Bureau staff, senior public servants, international officials; ministerial staffers 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 Personal Executive Assistant, through demonstrating excellent secretarial, administrative and organisational skills, incorporating diary management, travel arrangements, document control and information research skills. This includes the ability to set priorities, work with limited supervision, meet deadlines and proactively follow-up issues.
3. Demonstrated ability to develop and maintain positive relationships with team members, to work cooperatively within a small team environment and to support team members in meeting the needs of the Bureau's executive group and in managing work flows across the group.
4. Demonstrated high level of proficiency in using a range of software, particularly the MS Office Suite (Outlook, Word, Excel, PowerPoint, Access); fast and accurate keyboard skills; ability to use modern technologies to support information management and communication.
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 and discretion, flexibility, initiative and motivation and a demonstrated commitment to a service ethic.
7. A knowledge and understanding of the Social Justice policies of the Bureau and a commitment to apply these in practice.

The successful candidate will be required to undertake a Security Assessment for clearance in handling security classified resources.

## Contact

If you would like to know more about the Bureau of Meteorology visit <http://www.bom.gov.au/>

Please read the selection documentation and if you have any queries specific to this position please contact Ken Wilson by telephone on 03 9669 4534.

## Applications

**Applications can be lodged personally at:** Recruitment Unit, 7<sup>th</sup> Floor, 700 Collins Street, Docklands

**By mail to:** Recruitment Manager, Bureau of Meteorology, GPO Box 1289, Melbourne VIC 3001

**By email to:** [jobs@bom.gov.au](mailto:jobs@bom.gov.au)

**All applicants** are required to include a completed Bureau of Meteorology Application Cover Form, Résumé or CV and a Statement addressing the Selection Criteria.

**All applicants** are advised to read [General Information for Applicants](#) available on this web site before submitting their application.

Should you experience any difficulties with accessing information please contact the Recruitment Unit by email at: [jobs@bom.gov.au](mailto:jobs@bom.gov.au) or by telephone on 03 9669 4337 / 03 9669 4379 / 03 9669 4340.