



Job Details

Reference: 10976

Position Title: Executive Assistant

Classification: APS 5

Salary range: \$58,191 - \$62,849 per annum, plus 15.4% superannuation

Location: Canberra

Division: Water

Section: Policy and Administrative Group

Status: Ongoing

Applicants: Australian citizenship – see [Essential Applicant Information](#)

Applications close: Thursday 7 May 2009

Advertisement

The Water Division is a new division of the Bureau of Meteorology, established to fulfil the Bureau's new functions in water information under the Government's *Water for the Future* program, a \$12.9 billion water investment program. This includes \$450 million for the 'Improving Water Information program' administered by the Bureau of Meteorology and backed by Commonwealth Water Act 2007 and key stakeholders.

The Bureau's Water Division is currently seeking to appoint an experienced Executive Assistant to provide secretarial and administration support to our Deputy Director (Water) and Assistant Director (Water Data Services), as well as high level administration support to the Water Support Unit. Located in our Canberra Water Division office, this role requires a dynamic and professional individual with strong administration, organisation and communication skills.

Duties

Under general direction,

1. Manage the diaries and daily workflow of the Deputy Director (Water) and Assistant Director (Water Data Services), including scheduling appointments, planning and collating relevant paperwork, and co-ordinating follow-up activities associated with these appointments.
2. Develop and maintain effective communications with internal and external high level stakeholders as required.
3. Provide high level administrative and coordination support to the Water Policy and Administrative Group, including:
 - (a) managing office systems and records;
 - (b) handling coordination requests, including briefing material, ministerials and regular reports;
 - (c) assisting with research, presentation and other ad hoc duties;
 - (d) providing secretariat services to internal committees;
 - (e) preparing general correspondence and other written material.
4. Undertake less complex project and research work for the Deputy Director (Water) as required.
5. Make necessary domestic and international travel arrangements.
6. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Duty representing highest function: 1

Immediate Supervisor: ASSISTANT DIRECTOR (WATER DATA SERVICES)
SENIOR EXECUTIVE BAND 1 (NO. 10483)

Job Profile

The Water Division is a new division of the Bureau of Meteorology, established to fulfil the Bureau's new functions in water information under the Government's *Water for the Future* program, a \$12.9 billion water investment program. This includes \$450 million for the 'Improving Water Information program' administered by the Bureau of Meteorology and backed by Commonwealth Water Act 2007 and key stakeholders.

The Bureau's roles and responsibilities are provided under the Water Act (2007). The 12-part Water Act includes a Part (7) on water information, setting out a range of new powers for the Director of Meteorology. These powers include water information collection and national standards for water information collection, storage and transmission. The legislation also sets out some obligations for the Bureau, including the requirements to perform periodic water resource assessment, manage a national water account, and to make water information freely available to the public.

The Bureau's expanded water information role entails the development and maintenance of an integrated, national water information system. This includes river flows, groundwater levels, reservoir storage, water quality, water use, water entitlements and water trades. Such data will need to be acquired from over 200 data custodians, with an on-going update schedule put in place to ensure data currency.

The Executive Assistant (EA) position will provide administration and secretarial support to the Deputy Director Water (DDW) and the Assistant Director Water Data Services (ADD) and high level administration and coordination support to the Water Support Unit. The position involves diary management for the DDW and ADD, organising meetings and Water Division official functions, liaison with Bureau clients and stakeholders on behalf of DDW and ADD, managing travel arrangements for DDW, ADD and various Water Division clients, preparing and managing correspondence, ministerial briefs and various reports, managing confidential information and documents, record keeping, filing and as required, assisting the Canberra Office Manager with administration duties to support the Canberra Water Division office.

The role will be responsible for managing a comprehensive filing system for the Canberra office, utilising the Water Division's new Microsoft Sharepoint Services document collaboration system (now being installed) and ultimately the Bureau's future electronic record keeping system which will be piloted by the Water Division. The appointee will be need to be proficient in electronic document editing, including the refinement of word and PDF documents, powerpoint presentations and excel spreadsheets. Some proficiency with web-based searching is also required, entailing familiarity with Google and similar search engines and query techniques, along with strong basic office IT skills, good organising abilities, and the confidence and judgement required to manage editing of important documents and presentations.

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.

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 (Word, Excel, PowerPoint, Access); proficiency in use of the Internet and basic knowledge of SAP. Fast and accurate keyboard skills are essential.
4. Ability to act in a confidential manner and demonstrate a high level of professional integrity in relation to all correspondence, documentation and information handled.
5. Personal qualities of sound judgement, flexibility, initiative and motivation.
6. A knowledge and understanding of the Social Justice policies of the Bureau and a commitment to apply these in practice.

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 Tanya Jacobson Tel 02 6232 3524.

Applications

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

Applications should include a completed Bureau of Meteorology Application Cover Form, Résumé or CV, full details of qualifications and experience, and a Statement addressing the Selection Criteria.

Applications, which will be treated in confidence, should be forwarded, no later than 5pm on Thursday 07 May 2009.

Applications can be lodged online at <http://www.bom.gov.au/waterjobs>

By email to: waterjobs@bom.gov.au

Should you experience any difficulties with accessing the position information or have any questions relating to the application process, please contact the Recruitment Unit, by emailing waterjobs@bom.gov.au or Telephone the Recruitment Unit on (03) 9669 4583.