



Australian Research Council (ARC)

Executive Assistant

Classification	APS5	Job Reference No.	ARC2122-003
Branch	Executive	Section	Chief Executive Office
Location	Majura Park, Canberra Airport	Employment Type	Ongoing / Non ongoing
Salary	\$72,989 - \$77,134 +15.4% superannuation	Work arrangement	Full time / Part-time
Closing date	11:59pm, Friday 30 July 2021	Agency Information	Careers at the ARC
Contact Officer	Human Resources, (02) 6287 6632		
Eligibility Requirements	<ul style="list-style-type: none">• Must be an Australia citizen• Undergo ID Verification Check• Undergo a National Police Check• Hold a Negative Vetting 1 security clearance		
Qualifications	No mandatory qualifications needed, although experience in a similar position within an APS environment would be highly desirable.		
How to apply	<p>Write a pitch and tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to the ARC, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? (Maximum Words: 1,000).</p> <p>Your application must include a Job Application Cover Form, written pitch and your resume.</p> <p>Please consider the APS Work Level Standards when submitting your application.</p>		

About the Position

The Executive Assistant to the Chief Executive Officer will provide the highest standard and comprehensive executive and administration support. The role maintains excellent working relationships internally and externally, liaising with a diverse range of people while maintaining a high level of professionalism. The position requires a proactive approach, the ability to exercise judgement and discretion and the ability to manage competing pressures and time demands.

Duties and Tasks

- Provide high level executive and administrative support to the Chief Executive Officer
- Exceptional diary management skills, with the ability to coordinate the CEO's time and identifying any issues or matter that require urgent action
- Preparation and quality assurance of correspondence received
- Work across the agency providing strong support to critical tasks of the work area, including parliamentary
- Provide high level secretariat and administrative support to committees and meetings as required

Required skills and Knowledge

- Excellent organisation skills, with the ability to work under pressure and to meet competing priorities with autonomy
- Proven administration skills, high level attention to detail and skilled in the use of MS Office.
- Strong communication and liaison skills, with the ability to build and sustain effective relationships with a broad cross section of stakeholders, including from academia.
- Proven ability to prepare correspondence including letters on routine and more complex matters

- Ability to exercise judgment, work with discretion and maintain confidentiality
- Proven time management skills, ensuring all tasks are undertaken and delivered at a high quality and on time.

Our Ideal Candidate

You will have proven experience as an Executive Assistant to Senior Executive staff. You are exceptionally reliable and dedicated to ensuring the CEO office runs on time and all deliverables are made.

You are first point of contact for the CEO and pride yourself on your professionalism as well as being personable to all stakeholders, including ARC and APS staff and people from academia.

You will be a self-starter who can be entrusted to use good judgement in organising the workload of the CEO.

You are resilient to change and can cope effectively in high pressure situations to fulfil the expectations of the CEO

For further information about our Agency and what we offer, please refer to the [ARC Website](#)