



POSITION DESCRIPTION

- Position:** Executive Assistant to the Executive Directors (APS 5)
- Location:** Parramatta Office
- Reporting to:** Executive Director, Quality Assessment and Monitoring Operations
Executive Director, Regulatory Policy and Performance
- Purpose of position:** To provide comprehensive Executive assistance to two Executive Directors to support them day to day to effectively exercise executive leadership and management of their branch.

Key Accountabilities

- Acting as the first point of contact for the Executive Directors, receiving and screening phone calls; monitoring emails, using initiative and discretion to prioritise and action under limited guidance.
- Ensuring that the Executive Directors are aware of significant issues that require a timely response and that requests for urgent information and correspondence are actioned in their absence
- Managing the Executive Director's diary to meet business priorities and competing deadlines.
- Assisting the Executive Directors to prepare for meetings and appointments by providing intelligence and arranging for the necessary documents prior to the meeting
- Conducting research and drafting briefings, reports and documents as required
- Developing appropriate systems, procedures and controls to enhance the accuracy, timeliness and presentation of workflow and tasks within the Branch, with an aim for continuous improvement
- Working closely with the Executive Directors to identify business priorities and actively support the Branch's strategic direction
- Anticipating, organising, scheduling and coordinating all travel arrangements and accommodation for the Executive Directors and managing supporting documentation consistent with the Commission's policies and procedures
- Coordinating, drafting and sending weekly Executive Directors messages to Branch staff, and drafting other Branch communications as required
- Providing high level administrative support to the Executive Directors, including managing stakeholder requirements and expectations, room bookings and other support needed for meetings, including scribing as required

Qualities and capabilities:

- Demonstrated organisational skills at a high level to provide day to day administrative support to Executives
- Knowledge, or the ability to quickly acquire knowledge of the role and functions of the Commission to support business priorities
- Demonstrated ability to work in productive partnership to optimise performance and achieve business results
- Ability to work with broad supervision, and to identify priorities to meet competing deadlines.
- Effective written communication skills, including the ability to draft various forms of documents and correspondence, and concisely summarise information
- Ability to communicate with influence and work collaboratively to resolve complex issues



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Essential Requirements

- Previous experience proving high level support to an Executive Director
- Previous experience in a government or similar administrative setting is desirable

Location: Parramatta

Financial Accountabilities: Nil

People Accountabilities: Nil

Capabilities for the role: The APS ILS Framework applies to this position.

Capability Summary

Capability	Description	Behaviour Indicators
Supports Strategic Direction		
Supports Shared purpose and direction	Understands and supports the organisation's vision, mission and business objectives. Identifies the relationship between organisational goals and operational tasks. Communicates with others regarding the purpose of their work. Understands and communicates the reasons for decisions and recommendations to others.	Communicates with others regarding the purpose of their work; identifies the relationship between organisational goals and operational tasks. Understands and supports the organisation's vision, mission and business objectives. Understands and communicates the reasons for decisions and recommendations to others
Thinks strategically	Understands the work environment and contributes to the development of plans, strategies and team goals. Identifies broader influences that may impact on the team's work objectives. Demonstrates an awareness of the implications of issues for own work and work area.	Demonstrates an awareness of the implications of issues for own work and work area. Thinks about the future and considers implications of own work. Understands the strategic objectives of the organisation; identifies broader influences that may impact on achievement of work objectives; contributes to the development of plans, strategies and team goals.
Harnesses Information and Opportunities	Draws on information from diverse sources and uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on issues that may affect work progress.	Monitors the corporate priorities and the business context of the organisation; keeps self and others well informed on issues that may affect work progress. Draws on information from a variety of sources; uses experience and judgement to analyse what information is important; works within agreed guidelines to make decisions about the use and dissemination of information.
Shows Judgement, Intelligence and common sense	Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Identifies problems and works to resolve them. Thinks laterally, identifies and implements improved work practices.	Researches and analyses information and draws accurate conclusions based on evidence; analyses and interprets information to inform decision makers. Identifies issues and problems and works to resolve them; identifies risks and uncertainties and takes account of these in planning and priority setting. Actively participates in decision-making and incorporates outcomes of decision-making into work plans.



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		<p>Thinks laterally; is innovative; identifies and implements improved work practices.</p> <p>Selects the best option from a range of potential solutions for key problems.</p>
Achieves Results		
Identifies and uses resources wisely	Reviews project performance and identifies opportunities for improvement. Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes. Is responsive to changes in requirements.	<p>Identifies key individuals who need to be involved; makes best use of team and individual capabilities and negotiates responsibilities for work outcomes.</p> <p>Evaluates project performance, identifies need for change and initiates change when required. Reschedules and reorganises work to reflect changes in priority.</p>
Applies and builds professional expertise	Values specialist expertise and capitalises on the knowledge and skills of others within the organisation. Contributes own expertise to achieve outcomes for the business unit.	<p>Consults internal experts; taps into their technical and professional knowledge and experience to improve work outcomes for the business unit.</p> <p>Applies and develops capabilities to meet performance expectations; contributes own expertise for the benefit of the business unit.</p>
Responds positively to change	Establishes clear plans and timeframes for project implementation. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and encourages cooperation in coping with change.	<p>Constructs project plans that have clear and appropriate milestones, goals, timeframes and budgets.</p> <p>Demonstrates flexibility and copes effectively with day-to-day work changes, shifting priorities and periods of uncertainty.</p> <p>Shares appropriate information with colleagues during times of change; assesses impact of change and encourages cooperation in coping with change.</p>
Takes responsibility for managing work projects to achieve results	Sees projects through to completion. Monitors project progress and manages priorities. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction.	<p>Regularly seeks feedback from supervisor to gauge their satisfaction.</p> <p>Maintains focus on quality to achieve outcomes; adheres to documentation procedures; uses, and encourages others to use appropriate information management systems to keep information up to date; sees projects through to completion.</p> <p>Monitors projects against plans; manages priorities and is responsive to changes in requirements.</p>
Supports productive working relationships		
Nurtures internal and external relationships	Builds and sustains positive relationships with team members, stakeholders and clients. Is responsive to changes in client and stakeholder needs and expectations.	<p>Develops and maintains positive relationships with team members.</p> <p>Builds and sustains relationships; liaises with a range of stakeholders including team members, other teams, colleagues and clients. Is responsive to changes in client and stakeholder needs; provides courteous, prompt and professional service to clients.</p>
Listens to, understands and recognises the needs of others	Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.	<p>Operates as an effective member of the team; works collaboratively; draws on team strengths.</p> <p>Actively listens to colleagues, clients and stakeholders; involves others and recognises the contributions made by other people.</p> <p>Consults and shares information with own team and seeks input from others; ensures people are kept informed of progress and issues.</p>



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<p>Values, individual differences and diversity</p>	<p>Recognises the positive benefits that can be gained from diversity, and explores diverse views. Recognises the different working styles of individuals, and factors this into the management of people and tasks. Tries to see things from different perspectives. Treats people with respect and courtesy.</p>	<p>Recognises the differing working styles of individuals and factors this into the management of people and tasks.</p> <p>Recognises that others have different views and experiences, and explores their contributions.</p> <p>Tries to see things from the other person's perspective.</p> <p>Maintains an awareness of the personalities, motivations and other diverse qualities of people; treats people with respect and courtesy.</p>
<p>Shares learning and supports others</p>	<p>Identifies learning opportunities for others and delegates tasks effectively. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Provides constructive feedback. Recognises and notes under-performance where appropriate.</p>	<p>Makes time for people despite competing priorities; provides guidance and offers full support when required.</p> <p>Works with staff to identify areas for development; encourages staff to engage in development opportunities; actively requests coaching from supervisor or peers; identifies development opportunities for self and shares learning with others.</p> <p>Delegates tasks effectively.</p> <p>Congratulates people on achievements and gives timely recognition for good performance.</p> <p>Provides constructive and regular feedback.</p> <p>Agrees on performance standards with staff and conducts regular reviews; identifies and notes under-performance where appropriate.</p>
<p>Displays personal drive and Integrity</p>		
<p>Demonstrates public service professionalism and probity</p>	<p>Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums.</p>	<p>Adheres to the APS Values and Code of Conduct and consistently behaves in an honest, ethical and professional way.</p> <p>Treats people fairly and equitably and is transparent in dealings with them.</p> <p>Makes decisions for the corporate good without favouritism or bias; places the aims of the organisation above personal ambitions.</p> <p>Understands and complies with legislative, policy and regulatory frameworks.</p> <p>Operates in a professional manner when representing the organisation in internal forums.</p>
<p>Engages with risk and shows personal courage</p>	<p>Provides impartial and forthright advice. Justifies own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.</p>	<p>Listens when own ideas are challenged, and can justify own position and actions. Provides accurate, impartial and forthright advice to colleagues, stakeholders and clients; checks and confirms the accuracy of information prior to release. Takes responsibility for mistakes and learns from them; acknowledges when in the wrong.</p>



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<p>Commits to action</p>	<p>Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.</p>	<p>Seeks advice and assistance from colleagues and supervisor when uncertain.</p> <p>Takes personal responsibility for accurate completion of work within timeframes and quality requirements; takes the initiative to progress work when required.</p> <p>Gets on with the job at hand and applies self with energy and drive; commits to meeting the objectives; follows up to ensure that issues are finalised.</p> <p>Recognises and understands the issues impacting on the achievement of desired outcomes.</p>
<p>Promotes and adopts a positive and balanced approach to work</p>	<p>Persists with, and focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner.</p>	<p>Maintains effective performance levels even in challenging, uncertain or difficult circumstances.</p> <p>Demonstrates persistence and works to achieve objectives.</p> <p>Maintains an optimistic outlook and focuses on the positives in difficult situations; maintains a positive and balanced working environment while responding to service and implementation schedules.</p> <p>Stays calm under pressure; does not react personally to criticism.</p>
<p>Demonstrates self-awareness and a commitment to personal development</p>	<p>Seeks feedback from others. Communicates areas of strengths and acknowledges development needs. Reflects on own behaviour and recognises the impact on others. Shows commitment to learning and self-development.</p>	<p>Reflects on own behaviours and work style and understands how they impact on others and on job performance.</p> <p>Demonstrates commitment to self-development and seeks opportunities to extend skills and knowledge, including management, leadership and supervisory skills.</p> <p>Communicates areas of strength, and acknowledges development needs.</p> <p>Agrees own performance standards with supervisor; seeks feedback on behaviour and work performance from supervisor, peers and subordinates, and is responsive to guidance.</p> <p>Reviews performance and identifies strengths as well as development needs.</p>
<p>Communicates with influence</p>		
<p>Communicates clearly</p>	<p>Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.</p>	<p>Focuses on clear communication of key points. Limits the use of jargon and abbreviations; explains complex information using language appropriate for the audience.</p> <p>Presents messages confidently and selects the appropriate medium for conveying information. Structures messages clearly and succinctly, both orally and in writing.</p>
<p>Listens, understands and adapts to audience</p>	<p>Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.</p>	<p>Adjusts presentation style on the basis of subtle non-verbal cues.</p> <p>Maximises personal communication strengths and takes into account shortcomings.</p> <p>Focuses on gaining a clear understanding of others' comments by listening, asking clarifying questions and reflecting back; checks to ensure their own views have been understood. Understands and addresses the key concerns of the audience.</p> <p>Tailors communication style and language according to the audience's level of knowledge, skill and experience.</p>
<p>Negotiates confidently</p>		<p>Listens to differing ideas and views to develop</p>



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	<p>Approaches negotiations with a clear understanding of key issues. Understands the desired outcomes. Identifies relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully. Encourages the support of relevant stakeholders.</p>	<p>a clear understanding of the issues. Discusses issues credibly and thoughtfully without getting personal or aggressive. Encourages relevant stakeholders in supporting the position. Identifies other people's expectations and concerns. Commences negotiations with a clear understanding of the desired outcomes.</p>
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