Applicant information pack

**Senior Executive Assistant/Executive Officer (PSL6)**

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| Position details | |
| Vacancy number | PBO108 |
| Position title | Senior Executive Assistant/Executive Officer (PSL6) |
| Classification | Parliamentary Service Level 6 |
| Salary range | $103,319 to $107,568 per annum + attractive employer superannuation |
| Location | Parliament House, Canberra ACT |
| Tenure | Ongoing |
| Eligibility | Employees of the Parliamentary Budget Office are required to be Australian citizens.  The position is a security-assessed position. The successful applicant will be required to obtain and maintain a Negative Vetting Level 1 security clearance. |
| Other requirements | The successful candidate will have experience in supporting the delivery of a wide range of senior executive assistant and executive officer duties, preferably in a public sector environment.  The ability to build collaborative relationships with internal stakeholders and outsourced service providers in other Departments is critical to the success of this role.  Relevant tertiary qualifications or on the job experience are highly desirable. The successful applicant may be subject to other conditions, such as probation, character, or health clearances. |
| Contact Officers | Tess Johnson, Corporate Support Officer, Human Resources, Corporate Strategy Branch.  **Phone**: (02) 6277 9504  **Email**: hr@pbo.gov.au |
| Closing date | Sunday, 22 December 2024 |

## The PBO

The Parliamentary Budget Office (PBO) is a small department of the Parliament with around 45 staff. Our purpose is to inform the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy, and the financial implications of policy proposals. Our vision is to enrich Australia’s democracy through independent and budget and fiscal analysis.

## Why work at the PBO?

The PBO values the diverse range of skills and experience across our staff. We seek people who are curious, demonstrate initiative, exercise the utmost discretion and confidentiality, and work collaboratively towards the PBO’s vision of enriching Australia’s democracy through independent budget and fiscal analysis.

The PBO values independence and operates as a trusted partner, acting with integrity, transparency, discretion, and mutual respect. We expect our staff to strive for excellence by improving and innovating to provide high quality, useful and timely analysis, tailored to the needs of our clients.

The PBO actively encourages applications from people with a disability, Aboriginal people and Torres Strait Islander people and people from linguistically diverse backgrounds. Applications from candidates from other tiers of government are also encouraged.

The PBO has an ‘*if not, why not*’ approach to flexible work, with all staff able to work flexibly, including access to regular home-based work. Internal and external opportunities for learning and development are promoted, including access to studies assistance to undertake training which directly relates to the PBO’s functions and helps staff reach their career development goals.

The PBO is a recognised employer partner with CPA Australia. This acknowledges that the PBO demonstrates a strong commitment to learning and development and supports the professional development of its accounting and finance employees. If you would like to understand more about what this means for you, please refer to the [**Recognised Employer Program**](https://www.cpaaustralia.com.au/get-involved/for-employers/recognised-employer-program) information on CPA Australia’s website.

The PBO offers attractive salaries and employer superannuation as well as a range of other benefits, including salary packaging.

We are located within the Australian Parliament House. Staff have access to a wide variety of amenities including cafes, on-site childcare, recreational and gym facilities, a post office and bank, and free parking.

## The position

The PBO is seeking a dynamic and motivated individual to provide comprehensive support to the Parliamentary Budget Officer (PBOr). The Senior Executive assistant will also provide leadership to an Office Administrator, and Executive Assistant (EA), who operate collectively as a cohesive office and executive support team to the SES and broader Office.

Working with the EA and Office Administrator, the Senior EA is responsible for ensuring the smooth operation of executive functions in the PBO, including organising and managing telephone and email correspondence and schedules on behalf of Parliamentary Budget Officer.

The role is also required to review and draft written correspondence of a moderately complex nature, as well as co-ordinate and prepare information. Building and sustaining relationships with internal and external stakeholders is key.

You will be able to proactively anticipate the needs of the broader executive and demonstrate flexibility and resilience and a positive, proactive attitude. The role requires someone who knows how to support both the needs of their own executive but works across the organisation to support staff to deliver high quality outcomes.

# Duties

Working with the EA, the Senior EA has the following duties:

* Provide comprehensive support to the Parliamentary Budget Officer including diary management, incoming and outgoing correspondence and managing workflow of materials. This includes anticipating, responding to and resolving complex queries and directing requests to other work areas as appropriate.
* Oversee the general PBO and PBO Executive email inboxes, responding and providing professional advice to Senators, Members of Parliament and their staff and other internal and external stakeholders .
* Build and sustain positive relationships with a variety of internal and external stakeholders for the purposes of providing, requesting, following up and reporting on information. This includes liaising with Members of Parliament and their staff, parliamentary department staff, other key stakeholders and government and private sector representatives.
* Draft written correspondence of a complex nature on behalf of the PBOr (e.g., emails, letters).
* Provide secretariat support for the weekly Executive Board meetings, and when required, Department Heads, including:
  + co-ordinating information and action items
  + preparing agendas, and
  + taking, quality assuring, and distributing minutes.
* Working with the EA, receive and register new parliamentarian requests submitted to the PBO, and monitor and follow up on their progress, co-ordinating their daily clearance by the Parliamentary Budget Officer, including quality assurance checks of final responses.
* Represent the Parliamentary Budget Officer and promote their interests at meetings and other relevant activities
* Participate in and contribute to meetings and other corporate activities pertaining to the executive office and broader organisation, proposing short-term objectives and participating in longer-term strategic planning.
* Perform assessments of risk relating to work area outcomes and make recommendations to mitigate risks and improve processes.
* Liaise closely with the EA and Office Administrator to develop appropriate work priorities, allocate resources and manage workflows.
* Managing records in accordance with approved policies and procedures.
* Assist the Office Administrator as required to ensure continuation of effective office and administrative support across the PBO
* Provide support to the other senior executives when the EA is on leave or unavailable.
* Other duties as directed.

# Qualifications and other requirements

* 1. Demonstrated experience providing executive support to Senior Executive Managers within an Australian Public or Parliamentary Service Department, or similar environment.
  2. Demonstrated excellent organisation skills, including the ability to prioritise and manage competing requests on behalf of multiple stakeholders, and manage workflows.
  3. Demonstrated highly developed skills to build and sustain relationships with a range of key internal and external stakeholders.
  4. The ability to navigate complex stakeholder interactions and manage expectations to achieve core outcomes
  5. The ability to analyse, collate and quality assure relevant information to produce documentation for key stakeholders
  6. The ability to communicate via written and verbal means in a clear, concise and articulate manner to ensure clarity for stakeholders.
  7. The ability to co-ordinate, prepare and quality assure written material to a high level.
  8. A security clearance of NV1 must be obtained and maintained.

## Application process

The PBO uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants, to select the right people for our roles.

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| What are the steps? | |
| Apply | Complete and submit your ‘pitch’ – see below (maximum of 1000 words) and a resume of no more than 3 pages. |
| Shortlist | Applicants will be assessed on their written application using the selection criteria (below) in the PBO’s [**Non-SES Capability Framework**](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment/integrated-leadership-system-ils-el2-profile)**.** |
| Interview | Shortlisted applicants will be invited to attend an interview. |
| Referees | Referees may be contacted for further assessment of suitability. |
| Process complete | After the delegate has approved the process, a merit pool may be established. All applicants will be notified of the outcome of the process. |

## How to apply

* your application should be emailed to [hr@pbo.gov.au](mailto:hr@pbo.gov.au) by Sunday 22 December 2024
* your resume (maximum of 3 pages)
* your ‘pitch’ of no more than 1000 words, referencing the [APSC's ILS,](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment/integrated-leadership-system-ils-el2-profile) and describing how your skills and experience would contribute to the position within the PBO (‘Selection criteria’)
* your [job application cover sheet](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.pbo.gov.au%2Fsites%2Fdefault%2Ffiles%2F2024-01%2FPBO99%2520-%2520Job%2520Application%2520Cover%2520Sheet.docx&wdOrigin=BROWSELINK) once updated

## Selection criteria

Applicants will be assessed against the following criteria:

1. supports strategic direction
2. achieves results
3. supports productive working relationships
4. displays personal drive and integrity
5. communicates with influence.

Please note, it is not necessary to address each of the capability criteria individually in your application.

Candidates will also need to consider the ‘About the roles and duties’ section when writing their applications, ensuring they are targeting some of the specific duties of the positions.

## How to write your ‘pitch’

Your pitch is your opportunity to tell us why you are the right fit for this position.

Tell us why you want to work for us, and why you are interested in the advertised role. We want to know how your skills and experience would contribute to the role and the work of the PBO. Make sure to highlight relevant examples and accomplishments that demonstrate your ability to perform the role.

Your pitch should be written in an easy-to-read font and simple, consistent format. Subheadings are acceptable should you wish to use them. Please address the roles and duties when framing your pitch and avoid duplicating information that can be found in your resume.

## Our employment framework

Employees in all parliamentary departments are employed under the *Parliamentary Service Act 1999*. All PBO non-SES employees are engaged under common law agreements.

If you have accepted a redundancy benefit within the previous 36 weeks from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service (APS)), you cannot be employed by the PBO until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact us.

Section 26 of the *Parliamentary Service Act 1999* provides for mobility between the Parliamentary Service and the APS. This ensures full transferability of leave balances and superannuation arrangements. Further information on movement between the Parliamentary Service and the APS can be found on the Australian Public Service Commission’s website at <https://www.apsc.gov.au/movement-between-parliamentary-service-and-aps>.

## How to contact us

For all other recruitment questions or information, you can contact Human Resources on <mailto:>[hr@pbo.gov.au](mailto:hr@pbo.gov.au) or call (02) 6277 9595.

## Privacy notice

This statement sets out the Parliamentary Budget Office’s (PBO) approach to collecting, using, storing and disclosing personal information. The PBO collects personal information such as:

* information provided in application forms (including documentation such as curricula vitae (CVs) and cover letters), including name, address, email, education level, and visa information, and information provided during the interview process
* information provided for PBO employee records, including bank account details, superannuation and taxation details, and security clearance information.

In addition to information obtained directly from individuals, the PBO may also obtain information about prospective employees from: recruitment agencies, named referees, academic and professional bodies (for verifying academic and professional qualifications), criminal record checks, and credit reference checks; and publicly available websites, including social media.

The PBO may collect this personal information in a variety of ways, including via email, over the phone or in hardcopy.

The PBO discloses data to outsourced service providers for the purposes of those organisations providing information and communications technology (ICT), security, financial and payroll services to the PBO. These outsourced providers include the Department of the Senate and the Department of Parliamentary Services. The PBO does not transfer or disclose personal information of employees, or prospective employees, overseas.

For more information about how the PBO handles personal information, the PBO’s Privacy Policy can be obtained from the Privacy Officer, by emailing [hr@pbo.gov.au](mailto:hr@pbo.gov.au). The PBO Privacy Policy also contains information about how to make a request for access to, or correction of, personal information held by the PBO, as well as who to contact for privacy enquires or complaints.