



Applicant information pack

Executive Assistant (PSL5)

POSITION DETAILS

Vacancy number	PBO105
Position title	Executive Assistant (PSL5)
Classification	Parliamentary Service Level 5
Salary range	\$86,610 to \$95,012 per annum + attractive employer superannuation
Location	Parliament House, Canberra ACT
Tenure	Non-ongoing
Eligibility	<p>Employees of the Parliamentary Budget Office are required to be Australian citizens.</p> <p>The position is a security-assessed position. The successful applicant will be required to obtain and maintain a Negative Vetting Level 1 security clearance.</p>
Other requirements	<p>The successful candidate will have experience in supporting the delivery of a wide range of executive assistant duties, preferably in a public sector environment.</p> <p>The ability to build collaborative relationships with internal stakeholders and outsourced service providers in other Departments is critical to the success of this role.</p> <p>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.</p>
Contact Officers	<p>Tess Johnson, Corporate Support Officer, Human Resources, Corporate Strategy Branch.</p> <p>Phone: (02) 6277 9504</p> <p>Email: hr@pbo.gov.au</p>
Closing date	11.30pm EST 9 August 2024

About the office

The Parliamentary Budget Office (PBO) supports the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals.

We do this in 3 main ways:

1. responding to requests made by senators and members for costings of policy proposals or for analysis of matters relating to the Australian Government's budget
2. publishing a report after every election that provides transparency around the fiscal impact of the election commitments of major parties
3. conducting and publishing self-initiated work, including interactive tools, that enhance public understanding of budget and fiscal policy settings.

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](#) 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.

About the team

The Parliamentary Budget Office Executive Support team provides support to the Parliamentary Budget Officer (PBO), First Assistant PBO and four other Senior Executive Service (SES) staff in their achievement of PBO core functions. The unit consists of a Senior Executive Assistant / Executive Officer (Senior EA/EO), an Executive Assistant (EA) and Office Administrator, who operate collectively as a cohesive office and executive support team to the PBO, SES and broader Office.

Position Overview

The Executive Assistant (EA) plays a crucial role in providing comprehensive support to Senior Executive Service (SES) staff within the Parliamentary Budget Office (PBO), including the First Assistant PBO, Chief Operating Officer (COO) and three Assistant PBOs. Reporting to and liaising closely with the Senior EA/EO, the role is responsible for organising and managing telephone and email correspondence, and schedules, on behalf of the SES, to facilitate the smooth operation and achievement of their core functions.

The role is also required to draft written correspondence of a moderately complex nature, and co-ordinate and prepare information on a regular basis. Building and sustaining relationships with key internal and external stakeholders is key, and the role is required to contribute relevant prior experience supporting a Senior Executive Manager to support the objectives and priorities of the SES, PBO and broader PBO.

About the role and duties

Reporting to the Senior EA/EO, the EA/CSO has the following duties:

1. Manage telephone and email correspondence on behalf of the First Assistant PBO, COO and three Assistant PBOs (SES), responding to and providing professional advice on moderately complex queries and directing requests to other work areas as appropriate.
2. Manage the calendar of the SES with limited direction, prioritising actions for the First Assistant PBO and exercising judgement to co-ordinate and schedule meetings and negotiate timeframes.
3. Build and sustain relationships with a variety of internal and external stakeholders for the purposes of providing, requesting, following up and reporting on information of relevance to the SES and work area.
4. Draft written correspondence of a moderately complex nature on behalf of the SES, possibly in collaboration with the Senior EA/EO
5. Provide secretariat support to the SES for committee meetings, and on occasion, for Executive Board meetings, including:
 - co-ordinating information and action items
 - preparing agendas, and
 - taking, quality assuring, and distributing minutes.
6. Assist the Senior EA/EO to receive and register new costings requests submitted to the PBO, and monitor, forecast and follow up on their progress using PBO databases, co-ordinating their daily clearance by the PBO.

7. Co-ordinate, collate and prepare other information and documentation (e.g., pertaining to Senate Estimates, ministerial submissions and annual declarations of interest for the SES), ensuring its quality and relevance
8. Liaise closely with the Senior EA/EO to develop appropriate work priorities, allocate resources and manage workflows
9. Participate in and contribute to meetings and other corporate activities pertaining to the SES and when required, broader Office, proposing short-term objectives and participating in longer-term strategic planning
10. Assist the Office Administrator as required to ensure continuation of effective office and administrative support across the PBO
11. Backup the Senior EA/EO when on leave or unavailable.
12. Other duties as directed.

Requirements and Capabilities

1. Demonstrated experience providing executive support to a Senior Executive Manager within an Australian Public Service Department or Parliament.
2. Demonstrated excellent organisation skills, including the ability to prioritise and manage competing requests on behalf of multiple stakeholders.
3. The ability to build and sustain relationships with a range of key internal and external stakeholders.
4. The ability to communicate via written and verbal means in a clear, concise and articulate manner to ensure clarity for stakeholders.
5. The ability to co-ordinate, prepare and quality assure information of relevance to a work area.

Application process

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

What are the steps?

Apply	Complete and submit your 'pitch' – see below (maximum of 1000 words) and a resume of no more than three pages.
Shortlist	Applicants will be assessed on their written application using the selection criteria (below) in the PBO's Non-SES Capability Framework .
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 by 11.30pm, Friday 9 August 2024
- your resume (maximum of three pages)
- your 'pitch' of no more than 1000 words, referencing the [APSC's ILS](#), and describing how your skills and experience would contribute to the position within the PBO ('Selection criteria')
- your [job application cover sheet](#) 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> 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. 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.