Australian Government
Productivity Commission

Position Description (PD)	
Role	Administrative & Executive Support Officer
Branch	Inquiry & Research Group
Team	Canberra Admin
Level	APS Level 5
Office arrangements	This position is based in the Canberra office and requires office attendance at least 4 days per week.
Role context	The Administrative and Executive Support Officer will work as part of a small team providing project support and administrative services across the Commission. This role involves: • supporting one or more inquiry or research projects and undertaking a wide variety of administrative activities as part of a team. • providing high-level administrative support to Commissioners and senior executive staff.
Reports to	Administration Coordinator
Direct reports	Nil
Contact Officer	Anna Carrera - (02) 6240 3303
Responsibilities	Key responsibilities and duties of the role include: • Undertaking a wide variety of administrative and project support activities underpinning the timely delivery of projects, including the preparation of project plans, budgets, contracts, reports and presentations. • Working collaboratively with the broader administrative and project support team to regularly review processes and procedures with a view to identifying opportunities for improvement. • Assisting with skills coaching and development across the broader team. • Coordinating document management for teams using SharePoint Online and other tools. • Efficient time and diary management for Commissioners and senior executive staff • Organising travel and accommodation and associated financial administrative tasks. • Organising public hearings, meetings and roundtables, and providing secretariat support (including drafting agenda papers,

	correspondence and minutes, and following up on action items as required). • Handling enquiries from, and liaising with, the Commission's stakeholders and members of the public. • Working collaboratively with the broader administrative and project support team to assist with Commission-wide administrative tasks.
Selection Criteria	**Professional expertise:** • Advanced skills in the Microsoft Office 365 suite of products and templates (including Outlook, Word, Excel, PowerPoint, and Teams), SharePoint Online and Adobe Acrobat Pro (for document preparation and management). Experience with Asana platform is desirable. • Ability to understand, adhere to, and apply government policies and guidelines to day-to-day operations. • Consistently achieve a high standard of accuracy and attention to detail. • Experience in Financial and Travel Management information systems and online communication platforms is preferred, but not essential. **Effective Engagement:** • Proven ability to communicate effectively with managers and team members from a range of backgrounds and the ability to work collaboratively to solve problems and improve processes and procedures. • Proven ability to engage proactively and productively with external stakeholders in a respectful and responsive way. • Ability to identify and gather relevant data to complete tasks, manage multiple priorities and adapt to evolving demands. • Strong attention to detail and accuracy in written communication. • Professional or life experience working and engaging with people from diverse backgrounds will be highly regarded. **Personal Productivity and Growth:** • Ability to work under limited direction and at times independently and take responsibility for proactively planning and progressing work and delivering agreed outcomes. • Ability to adhere to work systems and procedures and work to improve these and ensure information and records are properly maintained. • Willingness to seek out and act on feedback and advice as well as seek challenges and opportunities to extend knowledge and skills.