

ROLE DESCRIPTION



Executive Assistant to the Chief Human Resource Officer

	Campus: Mount Gravatt Region: Corporate		Closing date: 11:59pm 5 October 2026
	Business Unit: Office of the Chief Human Resource Officer Team: Human Resources		For further information, please contact: Contact name: Kelly leti Role: Director, Human Resources Email: Kelly.leti@tafeqld.edu.au Or check out our Applicant Information Guide
	Award: TAFE Queensland Award – State 2016 Agreement: TAFE Queensland (TAFE Services Employees) Certified Agreement 2025 Classification Level: AO4 Salary: \$94,568.44 - \$103,665.78 per annum, plus superannuation contributions of 12.75% of your salary		
	Status: Permanent full-time		Winner: Queensland Large Training Provider of the Year 2024
	Job ad reference: TQ2026-967	 Veteran Employment Supporter	

About TAFE Queensland

TAFE Queensland is proud to be the largest and most experienced Vocational Education and Training provider in the State, with a history of serving Queensland communities for more than 140 years.

At TAFE Queensland, we hold true to our values and keep our customers at the centre of everything we do. By living these values, we continue to strengthen TAFE Queensland's reputation as a leading provider of high quality education and training. Our people are recognised for demonstrating these values in their everyday work.

				
Safety first	Working together	Focusing on our customer	Taking responsibility	Showing initiative

Your opportunity

As the Executive Assistant to the Chief Human Resource Officer, you will:

- Provide high-level confidential executive, administrative and research support to the CHRO.
- Maintain effective and efficient liaison between the Chief Executive Officer, senior executive, external clients and stakeholders on matters relating to all aspects of the CHRO's role.

This position reports to the Chief Human Resource Officer

Key responsibilities

- Develop and provide confidential executive and administrative support to the CHRO including research and analysis for the preparation of a range of documents.
- Maintain effective office management practices for the CHRO including coordinating diary appointments and the annual team program of works and ensuring the quality of documentation generated by the Office of the CHRO.
- Provide executive support for the CHRO in relation to the various forums and sub-committees including arranging/coordinating research, preparing and/or coordinating agenda papers, reports, briefing papers and minutes and following up of action items.
- Undertake range of coordination activities in the areas of planning, analysis, performance and reporting to support the functions of CHRO, TQ Corporate Human Resources executive personnel and TAFE Regions executive personnel.
- Liaise with the senior leadership group on behalf of the CHRO and maintain effective communications with regional and corporate office personnel.
- Undertake the investigation, research and analysis of sensitive and confidential matters as required.
- Contribute to improvement in business processes and practices by encouraging an environment where high quality work is achieved and is supported by the development and adherence to quality systems.
- Administer financial requirements of the Corporate Office Human Resources Portfolio including processing of purchase requisitions/orders, goods receipting, invoice processing, journal and accrual preparation, cost recovery and corporate card reconciliation.
- Administer end of month and end of financial year processes to ensure accurate monthly and annual performance reporting.
- Participate in the budget development and reporting functions across the Corporate Office Human Resources Portfolio.
- Contribute to the success of transformation and cultural change through promoting and modelling the values of Safety First, Working Together, Focusing on our Customer, Taking Responsibility and Showing Initiative.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

- Display the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment.
- Possess well-developed interpersonal and communication skills including confidential communication, written communication and client liaison skills.
- Demonstrated ability in undertaking duties of an administrative nature including working within guidelines to provide a quality service to customers, stakeholders, other staff and suppliers.
- Demonstrated experience in effectively managing the executive support functions associated with the operation of the office of a senior executive and proven ability to maintain confidentiality, to exercise tact and discretion, initiative and sound judgment in relation to issues involving political or other sensitivities.
- High-level of competency in a range of Microsoft Office suite software applications.
- Demonstrated ability to coordinate activity to achieve successful outcomes within strict deadlines.

How to apply

To apply for this role, please provide the following:



- a detailed resume including the contact details for two referees (one of whom is your current supervisor); and
- a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria.

Applications must be submitted via [TAFE Queensland's recruitment portal](#).



For more information,

- check out our [Applicant Information Guide](#)
- or visit [TAFE Queensland's website](#).

Additional information

- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies across TAFE Queensland campuses, in TAFE Queensland buildings, offices and motor vehicles.
- If the successful candidate has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation of three (3) months.
- You will be required to complete a range of training activities within the onboarding and induction period, including systems training.
- The key responsibilities listed in this role description are broadly captured for the role and this list is not exhaustive. The incumbent may be required to undertake other activities, projects and tasks as directed by the relevant manager.