



Deputy Chief Executive Office

APS4 – Executive Assistant

Non-ongoing, Full-time

Job reference: 26-02

VACANCY DETAILS	
Job reference	26-02
Position number	141804
Position title	Executive Assistant
Classification	APS 4
Branch	Office of the Deputy CEO
Team	Office of the Deputy CEO
Location	Canberra
Salary range	\$82,613 – \$94,289 per annum + 15.4% employer super contribution
Security clearance	<i>The successful candidate must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.</i>
Contact officer	Leeanne Watson, Leanne.watson@pwss.gov.au 02 6277 9877
Vacancy closing	Tuesday, 21 July 2026, 11:59pm AEST

Eligibility information

- This role is being filled as a specified term vacancy for an initial period of up to 6 months.
- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Candidates must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate's ability to discharge their responsibilities as an APS employee.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Co-ordinated Criminal History Check (NCCHC).
- The Parliamentary Workplace Support Service is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

About the Parliamentary Workplace Support Service

The Parliamentary Workplace Support Service (PWSS) is a team of advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-aware complaint resolution and wellbeing support.

Our terms and conditions of employment are governed by the Public Service (Terms and Conditions of Employment) (Parliamentary Workplace Support Service) Determination 2024 (the Determination). This Determination applies the terms and conditions of the *Department of Finance Enterprise Agreement 2024-2027* (Finance EA).

More information about the PWSS is available on our [website](#).

Our People and Culture

The PWSS is a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across Commonwealth Parliamentary Workplaces (CPWs) and the APS.

We value and champion the experiences, skills and perspectives of all employees. At the PWSS we support flexible work, including job-share, and encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

We aim to increase our representation of Indigenous Australians and people with disability by having accessible processes, policies and practices, as well as utilising affirmative measures and the [RecruitAbility scheme](#).

Ways of working

To achieve our purpose and vision, we recognise that our approach to our work is as important as what we do:

- **Professionalism and Integrity:** We uphold APS values by demonstrating ethical leadership, maintaining independence, and ensuring trust and confidentiality in all interactions.
- **Collaboration and Tailored Solutions:** We work together with colleagues and clients to deliver customised, purpose-driven solutions that address unique needs while fostering open communication and diverse perspectives.
- **Continuous Improvement and Wellbeing:** We are committed to continuous learning, adapting to change, and prioritising the wellbeing of all stakeholders, driving better outcomes through feedback and a culture of accountability.

What we offer

- **Competitive Remuneration:** Begin your journey with remuneration that reflects your skills and experience, setting the stage for a prosperous career.
- **Supportive Team Culture:** Join a team where collaboration is key, and support is always at hand. We are committed to creating an environment where you can thrive.
- **Inclusive Workplace:** At PWSS we celebrate diversity. Your unique background, skills, and perspectives are not just welcomed but essential to our collective success.
- **Personal Development:** Take advantage of our career development opportunities, tailored to help grow and excel in your career. These are designed to meet the professional needs of both the agency and the individual. We invest in your future because your success is our success.
- **Flexibility:** We understand the importance of work-life balance, offering flexible working arrangements to support your needs.
- **Exceptional Facilities:** Working at Australian Parliament House comes with benefits, including free undercover parking, access to an onsite gym, pool, Westpac bank, post office, physiotherapist, multiple cafes and more.

About the branch

Deputy Chief Executive Officer (DCEO Office)

The DCEO Office plays a pivotal role in enabling the strategic and operational success of the organisation. It provides high-level support to the Deputy Chief Executive Officer and acts as a central coordination point between key external stakeholders and internal PWSS staff. The Office ensures information and priorities are aligned across governance, compliance, and organisational objectives.

The DCEO oversees two critical branches:

- People Branch, led by the Chief People Officer (CPO)
- Corporate Branch, led by the Chief Operating Officer (COO).

This broad remit requires the DCEO Office to provide integrated, strategic oversight and consistent support across all agency functions. The team works proactively to identify and respond to emerging issues, facilitate collaboration, and ensure that organisational priorities are effectively advanced.

About the role

We're seeking a highly organised and proactive APS4 Executive Assistant to provide dedicated support to the CPO and COO. The People Branch delivers client-focused people services, including workforce planning, staff wellbeing, work health and safety, and broader human resource functions. The Corporate Branch oversees the agency's internal corporate services, including finance, human resources, legal, ICT, property and audit functions. Working across both portfolios, this role is integral to the effective operation of the executive offices, providing high-quality administrative and coordination support that enables the COO and CPO to focus on strategic priorities, organisational performance, and delivering outcomes for the agency.

In this dynamic and trusted role, you will play a vital part in enabling the smooth operation of both executive offices. Your ability to manage competing priorities, coordinate schedules, and maintain clear communication will help these leaders focus on delivering strategic outcomes.

You'll be responsible for a range of administrative and coordination tasks, including diary and inbox management, meeting preparation, travel arrangements, and liaison with internal and external stakeholders. Your attention to detail and discretion will be essential in supporting high-level decision-making and fostering collaborative relationships across the organisation.

This is a unique opportunity to work closely with executive leadership, gain exposure to strategic projects in human resources, learning and development, and corporate communications, and contribute meaningfully to a value-driven public service environment.

Key responsibilities:

- Provide high-level support to the CPO and COO, ensuring smooth day-to-day operations.
- Support and manage complex calendar scheduling, meeting coordination and answering phone calls.
- Organise travel logistics and process associated credit card and expense acquittals in line with policy.
- Facilitate seamless communication and engagement with senior stakeholders, parliamentarians, and staff across Parliament House.
- Coordinate internal and external stakeholder engagements, including preparing meeting papers, briefing materials, agendas and correspondence to support the CPO and COO.

Our ideal candidate

The [APS Work Level Standards](#) (WLS) detail five characteristics that contain general statements about the broad job requirements, and operating context for each classification level. The PWSS is seeking candidates who possess the following job specific skills and attributes aligned to the corresponding WLS.

Additionally, the Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES and want to see in leaders at all levels of the APS. Regardless of classification, you will be expected to model and champion the behaviours outlined in the [Secretaries Charter of Leadership Behaviours - DRIVE](#).

Leadership and Accountability

- Contribute new ideas and maximise the benefits of change, including the identification of opportunities to improve the efficiency of business processes.
- Have accountability for completion of allocated tasks, organising workflow, review of work and development of less experienced employees.

Job Context and Environment

- Have a sound general knowledge of the role and functions of the agency and an understanding of how these relate to a specific work area.
- Have understanding of the impact of the work area on strategic, political or operational outcomes for the agency/program.
- Have a good understanding of relevant legislation and policy frameworks.

Independence and Decision-making

- Make decisions with some autonomy that relate to role and area of speciality. Supervision is generally limited to work of moderate complexity or difficulty.

- Apply judgement, knowledge and limited discretion in interpreting and applying legislation, instructions, guidelines and procedures.

Stakeholder Management

- Liaise with internal and external stakeholders on moderately complex operational and administrative matters.
- Build rapport and maintain stakeholder relationships within defined parameters.

Management Diversity and Span

- Coordinate the work flow of a small team and/or more complex administration tasks
- Undertake procedural, clerical, administrative support or operational tasks including some research and analysis activities.

Desirable skills, experience & qualifications

Demonstrated experience in providing high level executive or administrative support and building and sustaining effective relationships will be well regarded, preferably in a public service environment.

How to apply

If this opportunity sounds like it is right for you, then we invite you to submit an application through the PWSS's [careers](#) page on our website.

Your application will include:

- A 750 word pitch;
- A current CV, with a maximum of three pages;
- The details of at least two referees, one of which must be your current or most recent manager; and
- Your personal details.

If you are experiencing any difficulties submitting your application, please contact the Enabling Team via email at PWSSCorporate@PWSS.gov.au prior to the closing date.

RecruitAbility scheme

The RecruitAbility scheme applies to all PWSS vacancies. RecruitAbility encourages the employment of people with disability in the Australian Public Service (APS). You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box to participate in the scheme.

Details about the RecruitAbility scheme can be found on the [APSC website](#).

Privacy

The PWSS recognises and respects your privacy. Information supplied for this selection process will be handled in accordance with the Agency's [Recruitment Collection Notice](#).

Who to contact

For more information about the role, please contact Leeanne Watson at leeanne.watson@pwss.gov.au.

Frequently asked questions

What is RecruitAbility?

RecruitAbility is a scheme that aims to attract applicants with disability.

Under the RecruitAbility scheme you will be invited to participate in further assessments if you choose to apply under the scheme, declare that you are a person with disability and meet the minimum requirements for the advertised vacancy. More information about the RecruitAbility scheme can be found by visiting the APSC Website.

Merit remains the basis for engagement and promotion.

Can I request reasonable adjustment(s)?

Our application form provides the opportunity to request and detail any reasonable adjustment(s) to ensure you can successfully partake in any and all stages of the assessment process.

We will facilitate reasonable adjustments to ensure that you can participate equitably in the recruitment process. Reasonable adjustments are not limited to persons with a disability. For example, reasonable adjustments may include additional time to complete recruitment tasks, accessible computer hardware and software, or individual needs relating to illness or injury. Please discuss your needs with the contact officer at any stage of the recruitment process. Requests will be managed sensitively and confidentially.

If you are the successful applicant, information on workplace adjustments required will be gathered as part of our onboarding process.

How will my application be assessed?

Jobs in the Australian Public Service (APS) are classified according to expected levels of work and responsibility. For information about the expected capabilities and behaviours required, see the APS work level standards and the Integrated Leadership System (ILS) on the APSC website.

Your application will be assessed against the requirements of the job. Once the entire applicant pool has been assessed, the committee will create a shortlist of applicants. If your application is shortlisted, you may be asked to undertake further assessment.

What other assessment will I have to undertake?

Your application will be assessed on your ability to demonstrate that you can perform in the role, outlined in the Candidate Information Pack and in line with the relevant classification level. If your application is shortlisted, you will be progressed to a second phase of assessment.

We may use a variety of techniques to assess candidates. These may include:

- Interviews - held in person, by phone or video (MSTeams)
- Work sample tests

Your referees may also be contacted at any stage of the assessment process to validate your claims. We encourage you to advise them that you have applied for a role at the PWSS. You should feel confident that they will be able to support your application.

Am I able to request feedback?

Post-selection feedback is an integral part of all merit-based recruitment activities. Individual assessments are available to applicants upon request through the contact officer provided to applicants following the finalization of the selection process.

How do I withdraw my application?

If you have submitted an application, but no longer wish to be considered for the position, you need to withdraw your application via email to PWSSCorporate@PWSS.gov.au. Once you withdraw your application you will be unable to re-submit it without contacting PWSSCorporate@PWSS.gov.au.

If you withdraw your application after the closing date, please inform the Contact Officer using the contact officer details located on the first page of this Candidate Information Pack.

What is a merit pool or merit list?

An Order of Merit (merit list or merit pool) can be created as part of a selection process and be used to fill similar vacancies for 18 months from the date the original vacancy was advertised in the Gazette (APSJobs). If there is a ranked *order of merit (list)*, then applicants are listed in order of suitability (first, second and so on). The first offer of employment must be made to the highest ranked applicant. Any subsequent offer of employment using the merit list to fill the same or a similar vacancy must follow the ranking.

If there is a *merit pool*, offers of employment must first be made to candidate(s) in the highest group (example, *highly suitable* and *suitable*). The first offer of employment is made to the most suitable person remaining in the pool, assessed against the requirements of the vacancy. Any subsequent offer of employment is made to the most suitable applicant remaining in the pool, assessed against the requirements of the same or a similar vacancy to be filled. More information can be found on the [APSC website](#).

Merit pool sharing

The merit pool established through this recruitment process may be shared with other APS agencies at the discretion of the PWSS.

What are the PWSS salary and conditions?

Our terms and conditions of employment are governed by the Public Service (Terms and Conditions of Employment) (Parliamentary Workplace Support Service) Determination 2024 (the Determination). This Determination applies the terms and conditions of the [Department of Finance Enterprise Agreement 2024-2027](#) (Finance EA) to all non-SES PWSS employees (APS1 to EL2).

The salary range will also be listed on the advertisement. Salaries are adjusted annually throughout the life of the agreement.

How long does the onboarding process take?

Following the recruitment process, if you are rated suitable and offered a position with the PWSS you will undergo pre-employment checks consisting of a Conflict-of-Interest Declaration form, National Criminal History check, security clearance confirmation, super eligibility and Australian Citizenship, prior to a formal offer being issued.

The onboarding timeframes can vary from 3-4 weeks, depending on your security clearance status. PWSS Corporate team will be in regular contact with you throughout the process.