



OFFICE *of the* OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

POSITION PROFILE

Title:	Transport and Property Officer
Classification:	Government House Property Officer Level 2
Salary Range:	\$55,767 - \$61,570 + 17.5% duty allowance
Branch:	PEOPLE & SERVICES BRANCH
Location:	CANBERRA
Tenure:	Initial 12 month contract

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, statutory, ceremonial and public duties.

As an Office we are driven by Uplifting the Nation and we work hard to maximise the value we contribute to national wellbeing. We do this by using all resources available to us: our budget; our people; and the goodwill carried forward over time, to have an impact. We have the energy, drive and creativity of our team, and the public spirit and high standing of the Office in pursuing our work. Our Office values the opportunity it has to contribute towards building a stronger, more resilient and harmonious society. We see our role as imagining new and powerful ways to enhance the impact of the Governor-General's work.

The People and Services Branch provides direct support to the Governor-General through the provision of human resource management, information & communication technology management, property, project management, security and also manages the two official residences.

About the position

The successful candidate is to provide high level transport services to Their Excellencies and officials. They will also be responsible for the delivery of dispatches, letters, and packages including highly sensitive and confidential correspondence.

The team are seeking a driver with excellent interpersonal and time management skills, a flexible and adaptable attitude and a willingness to work effectively as part of a small team within a busy multi-faceted environment.

This position is required to apply a high attention to detail and undertake administrative and financial activities including planning and procurement.

The incumbent must ensure that vehicles are kept in sound mechanical condition at all times; ensuring routine preventative maintenance is performed and major repairs are referred to a commercial company. Vehicles are required to be kept at a high standard, safe and ready for immediate use in accordance with the program.

This is a critical position within the Office and offers great diversity and challenges for the right applicant.

Duties

1. Provide high level of transport services for Their Excellencies and officials.
2. Perform routine functions for delivery services.
3. Ensure the vehicles are maintained at a high standard, safe and ready for immediate use in accordance with the program.
4. Undertake administrative and property duties including planning and procurement, maintain accurate records and assistance with set up and pack up of Office events.

5. Escort and/or supervise contractors engaged in work throughout the property.
6. Ensure that all actions are in accordance with all traffic rules and regulations.

Selection Criteria

Pre-requisite

1. Current qualification or the ability to obtain in a short timeframe the Comcar Defensive Driving level 3 plus Driving with an Escort vehicle and Driving with a Security vehicle competency or equivalent.
2. Experience and demonstrated competence either as a Chauffeur and/or in a VIP driving environment.

Essential

1. Demonstrated ability to work under pressure and cooperatively within a small team environment, operate in a physically operational work environment and adjust easily to changing work demands and circumstances.
2. Well-developed administrative skills, oral and interpersonal communication skills and the ability to exercise confidentially, tact and discretion in dealings with Their Excellencies, staff and stakeholders.
3. An understanding of the application of work health and safety principles and practices and the ability to apply these in the workplace.
4. Available for after hours and weekend work and to travel interstate.

In accordance with Clause 35 of the Office of the Official Secretary to the Governor-General Enterprise Agreement 2015-2018 and in conjunction with Determination 2018/01 this position will receive a Duty Allowance of 17.5% of the employee's annual salary, which will be payable on a fortnightly basis to cover all entitlements, which might otherwise be claimable in respect of overtime, Restriction Allowance and Inconvenience Allowance.

Special requirements

All positions at the Office of the Official Secretary to the Governor-General are prescribed and the successful applicant will need to pass and maintain a police check and security clearance at the Negative Vetting 1 level.

How to apply

Email your CV and a brief pitch showcasing your claims for this important role. Submissions should be sent to hr@gg.gov.au by 14 June 2019.

If after the reading the selection documentation you require further information please contact hr@gg.gov.au or call +61 2 6283 3672.

More information

Since 1901, the Governor-General has played an important role in Australian national life. This website provides information about the Governor-General's constitutional, ceremonial and community responsibilities, and his role as Commander-in-Chief of the Australian Defence Force. You will also find information about the Office of the Official Secretary to the Governor-General, including the Honours and Awards Secretariat, and details of the Governor-General's program, photographs, speeches and media releases. To find out more visit www.gg.gov.au