



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

Position Profile

TITLE:	Events Officer
CLASSIFICATION:	Government House Officer Level 4
BRANCH:	Executive Branch
LOCATION:	Canberra
POSITION NUMBER:	TBC

About the work area

The Office of the Official Secretary to the Governor-General is a small Commonwealth budget-funded statutory agency with staff located mainly at Government House in Canberra. The latest annual report for the Office can be found on the website for the Governor-General at www.gg.gov.au. 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.

The Executive Branch provides direct support to the Governor-General through the management, planning and implementation of the forward program of national and international engagements. The Branch is also responsible for liaison with external organisations, provision of policy advice, speeches, briefs, replies to representations from the public, and the management of Admiralty House Sydney and Government House Canberra household operations.

About the job

The Events Officer is responsible for supporting a busy program of official events and engagements relating to functions hosted by the Governor-General and spouse at Government House, Canberra and Admiralty House, Sydney. Working as part of a team the Events Officer will support the delivery of programme activities and associated administration.

Duties

1. Liaise with internal and external stakeholders to coordinate the invitations process for events attended and hosted by the Their Excellencies, in support of the Senior Program/Events Adviser.
2. Support the Senior Program/Events Adviser and Aides-de-Camp with the planning and delivery of internal events.
3. Work co-operatively and effectively as a team member and with other Office staff and ensure appropriate and timely information distribution.
4. Contribute new ideas and identify opportunities to improve the efficiency of business processes.
5. Participate in strategic planning and decision making.
6. Perform other duties as required to ensure the success of the team in meeting Branch outcomes.

Immediate Supervisor:	Senior Program/Events Adviser
Number of Subordinates:	Nil

Selection Criteria

1. Self-awareness
2. Work cohesively and effectively as a member of a team
3. Be motivated
4. Have solid interpersonal and representational skills
5. Experience in protocol/events management is desirable
6. Capacity to contribute to a busy work program

The Events Officer may be required to be available for after hours and weekend work, and to travel.

All positions at the Office of the Official Secretary to the Governor-General require a security clearance. The successful applicant will need to obtain and maintain a security clearance at the Negative Vetting 1 level. Applicants must be an Australian citizen.

Staff of the Office are employed on short or long term contracts; this contract term may be for a period of up to five years. Staff working conditions are governed by the [Office of the Official Secretary to the Governor-General Enterprise Agreement 2015-2018](#) or any subsequent agreement. Salary of the successful candidate will be negotiated within the salary band and commensurate with their skills and experience.