



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

Position Profile

TITLE:	Program Adviser
CLASSIFICATION:	Government House Officer Level 5
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 Program Adviser will be responsible for managing the events process and will require high level planning, organisational and time management skills including flexibility, attention to detail and the ability to work under pressure to meet evolving priorities. They will need to demonstrate an ability to work independently as well as within a collaborative cross-team environment.

Duties

1. Support the Director Strategic Engagement (DSE) and Senior Program/Events Adviser in the planning and delivery of the forward program of events primarily at external engagements attended by Their Excellencies and routine Regional programs.
2. Develop objectives for short-term tasks and participate in strategic planning for longer-term initiatives.
3. Take accountability for tasks and decisions. Support less experienced staff to achieve goals by providing guidance and quality assurance.
4. Apply innovative initiatives and contribute to change and to the improvement in quality and efficiency of services.
5. Assist in effective quality control processes for the production of event documentation, including Standard Operating Procedures, Orders of Arrangements, briefings and guest lists.
6. Work cohesively, co-operatively and effectively with other Office staff and ensure appropriate and timely information distribution.
7. Perform other duties as required to ensure the success of the team in meeting the outcomes of the Branch.

Immediate Supervisor: Senior Program Adviser
Number of Subordinates: Nil

Selection Criteria

1. Self-awareness
2. Work cohesively and effectively as a member of a team
3. Good interpersonal and representational skills
4. Energy and drive
5. Experience in protocol/events management
6. Capacity to perform consistently under pressure and meet stringent deadlines
7. Judgement and problem-solving skills

The Program Adviser must be available for after hours and weekend work, and to travel if required.

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.