



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

## Position Profile

<b>TITLE:</b>	Senior Program Adviser/Senior Events Adviser
<b>CLASSIFICATION:</b>	Government House Officer Level 6
<b>BRANCH:</b>	Executive Branch
<b>LOCATION:</b>	Canberra
<b>POSITION NUMBER:</b>	TBA

## 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](http://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 and Government House household operations.

## About the job

This busy and demanding role requires a passionate person with events management experience, an outgoing personality, energy and a commitment to excellence in program delivery. The position is responsible for providing support to the Director Strategic Engagement (DSE) and guidance to the team in crafting a meaningful and creative program of community events and engagements.

The Senior Program/Events Adviser will be required to build and maintain strong and effective working relationships with stakeholders and the team.

The primary focus of the role will either be external engagements or internal engagements attended by Their Excellencies, depending on the skill set of the successful candidate.

## Duties

1. Work with the DSE to provide proactive and creative input into the planning and delivery of a meaningful forward program of events for Their Excellencies, including attendance at functions when required.
2. Develop objectives for short-term tasks and contribute to strategic planning for longer-term initiatives.
3. Propose and facilitate innovative initiatives and contribute to business improvement strategies and change.
4. Proactively shape attendance at events that will target relevant patronages, groups/sectors and people within the community.
5. Maintain effective quality control processes for the production of event documentation, including Standard Operating Procedures, Orders of Arrangements, briefings and guest lists. Monitor outputs and developments of military Aides-de-Camp.

6. Build and maintain strong and effective working relationships with stakeholders and organisations across the country. Work cohesively, co-operatively and effectively with other Office staff and ensure appropriate and timely information exchange.
7. Perform other duties as required to ensure the success of the team in meeting the outcomes of the Branch.

Immediate Supervisor: Director Strategic Engagement  
Number of Subordinates: 4

### **Selection Criteria**

1. High degree of self-awareness
2. Build, guide and work cohesively and effectively as a member of a team
3. Have strong interpersonal and representational skills
4. Strong work ethic and outcome orientation
5. Experience in protocol/events management
6. Capacity to balance competing demands
7. Creativity and the desire to make a difference
8. Good judgement and problem-solving skills

The Senior Program/Events 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.