



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

## Position Profile

**TITLE:** VARIOUS POSITIONS  
**CLASSIFICATION:** GOVERNMENT HOUSE OFFICER LEVEL 3  
**LOCATION:** CANBERRA  
**POSITION NUMBER:**

## 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 role of the Office is to provide the support necessary for the Governor-General to carry out responsibilities relating to his ceremonial, constitutional and statutory duties.

## About the job

Under the general direction of the Manager, and within an established framework, the responsibilities of these positions are to consistently produce work of a high standard and appropriate quality in support of the Office.

## Duties

1. Under the guidance of a Manager:
  - Provide a high level of administrative support including date entry, managing the Secretariat's incoming correspondence, reception duties, accounts and travel.
  - Prepare correspondence commencing with routine and developing skills to handle the more sensitive.
  - Manage a workload using IT applications.
  - Be personally responsible for ensuring that individual work is efficiently and effectively progressed to meet deadlines.
  - Accurately update and monitor database and electronic records management systems.
  - Exercise tact and discretion at all times, and effectively liaise and negotiate with clients from all sections of Government and the community.

## Selection Criteria

1. Demonstrated organisational and administrative skills.
2. Good judgement and attention to detail.
3. Demonstrated good written, oral and interpersonal communication skills, particularly liaison and representational skills and the ability to deal with people at all levels.
4. Ability to cooperate and work well with others in the pursuit of team goals.
5. Proven time management skills and flexibility to undertake a range of tasks and meet deadlines in managing a workload.

6. Ability to use and adapt to IT databases.
7. An understanding of, and commitment to, the principles and practices of Workplace Diversity and Workplace Health and Safety.

*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 security clearance at the Baseline level.*