# ASSIGNMENT OF DUTIES

## TITLE: Executive Assistant to the Disability Discrimination Commissioner

**CLASSIFICATION**: APS Level 3 / APS Level 4

**LOCATION**: Sydney

**SUPERVISOR**: Director, Disability Discrimination Team

**DUTIES**:

1. Provide comprehensive executive assistance and office management to the Commissioner, including diary management, travel/accommodation arrangements, database, file and record management, coordination of communication streams such as correspondence and telephone calls.
2. Draft correspondence for the Commissioner including social media communication as required.
3. Provide budget support to the Commissioner, including processing paperwork, maintaining and acquiring office supplies, and reconciling accounts.
4. Work collegiately with other members of the executive support team and other internal stakeholders across the Commission in the planning, administration and conduct of the team’s work and in the development and delivery of the Commission’s identified goals and priorities.
5. Other duties as directed.

**SELECTION CRITERIA**:

1. Ability to provide high level executive/administrative support and to work flexibly and collegiately in a team environment.
2. Good organisational and administrative skills including technology/computer skills.

1. Ability to work with minimal supervision, to set own priorities and meet deadlines.
2. Excellent written communication skills, including the ability to write clearly and effectively for a wide range of audiences. Demonstrated capacity for using social media platforms would be an advantage.

1. Sound oral communication skills, including the ability to:

* liaise confidently with politicians, senior officials and members of the legal profession, and
* communicate sensitively and effectively with people from a range of backgrounds.

1. Understanding of political processes and sensitivity in dealing with a range of contemporary human rights and discrimination issues.