



Private Secretary



Level 5	\$98,350 - \$108,065
Agreement	Governor's Establishment General Agreement 2020 (GESGA 2020)
Contract Duration	Term of Governor – 3.5 Years

About Us

The primary function of Governor's Establishment is to support the Governor of Western Australia to fulfil his mission through the provision of exceptional professional services to the Governor and his family.

The office manages the Governor's program of engagement and also works to maintain Government House as a significant cultural heritage asset for the community of Western Australia.

Our Vision is to promote and encourage community well-being through both the Governor's role and the enhanced utilisation of the House. We aim to showcase Western Australia for all its attributes, capabilities and achievements.

About the Role

The Private Secretary provides high-level, professional support to the Governor of Western Australia. The Private Secretary is the main point of contact with individuals and organisations external to Governor's Establishment and is responsible for preparing correspondence, telephone calls, visitors and meetings, ensuring the requirements of protocol are met, the necessary arrangements are in place and the Governor is properly briefed.

This position requires an individual with a mature and discreet approach to work in an environment driven by protocol and the highest standards of services.

What do you do?

- Provide secretarial and administrative support to the Governor of Western Australia.
- Diary and inbox management, schedule appointments, meetings and other commitments for the Governor.
- Prepare briefs and itineraries including background information as required.
- Receive callers and visitors.
- Arrange private and official regional, domestic and international travel.
- Proactively build and maintain strategically effective and influential relationships with key stakeholders across the Department of the Premier and Cabinet, Treasury, and other government departments and agencies.
- Ensure stakeholders are dealt with in a professional and timely manner and adapt behaviour and style appropriate to all levels.
- Maintain confidentiality and use discretion in handling and relaying of information.

About you

To be successful in this role, you will have strong secretarial experience and are passionate about providing high-level support. You will also be an exceptional communicator on all levels, possess excellent organisational skills and have a strong work ethic to thrive in this fast-paced environment.

You will have the ability to build trust quickly and the maturity and confidence to work independently. Your strong initiative, sound judgement and calm manner supports your ability to be flexible and adapt to changing circumstances. In addition, we are looking for someone with:

- A minimum of 3-5 years' experience in a similar position.
- Advanced skills across the Microsoft suite of packages.
- Positivity, resilience, openness to a constantly changing environment.
- Excellent communication & interpersonal skills
- Meticulous organisational, prioritising and planning skills with a high level of attention to detail.
- Initiative and self-driven.
- Act with integrity and demonstrate ethical behaviours.

How to apply

Your application should include a covering letter addressing the selection criteria outlined above.

Please send your application to corporateservices@govhouse.wa.gov.au

Pre-Employment Requirements

- Australian citizenship or permanent residency status is an essential requirement for applicants to be considered for these roles.
- A Police Clearance will be conducted prior to the appointment of the successful candidate.

Applications close **Sunday, 13 November 2022.**

Please note the screening and shortlisting process may commence immediately and leading candidates may be contacted before the due date for applications. An offer may be made to a suitable candidate at any stage of the recruitment process.

Recruitment Consultancies are respectfully requested not to submit applications for this role.