

LES Position Description

AGENCY	Department of Foreign Affairs & Trade
POSITION NUMBER	HON20024
POSITION TITLE	Executive Assistant
CLASSIFICATION	LE4
SECTION	Executive Unit
REPORTS TO	High Commissioner

About The Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

Under the general direction of the Head of Mission, the Executive Assistant provides high-level executive and administrative support to the High Commissioner and Post Executive. The position is a key member of the Executive Unit and contributes to the effective operation of the Australian High Commission through the delivery of professional, responsive and client-focused executive support services.

The Executive Assistant works collaboratively with colleagues across the Mission and engages regularly with government officials, diplomatic representatives, partner organisations and internal stakeholders. The role requires sound judgement, discretion, flexibility and a strong commitment to service delivery in a fast-paced and dynamic environment. The position may be required to work across both the Chancery and Annex locations to support operational requirements and business continuity. An ability to obtain an Australian Government National Security Clearance would be an advantage.

Key responsibilities of the position include but are not limited to:

- Manage and coordinate the High Commissioner's calendar, appointments, meetings and official engagements, ensuring competing priorities are effectively coordinated and scheduling conflicts are resolved.
- Coordinate logistical arrangements for official meetings, events, visits and representational activities, including venue preparation, security, transport and protocol requirements.
- Develop and maintain productive working relationships with internal and external stakeholders, including Solomon Islands Government representatives, diplomatic missions, partner organisations and members of the public, to facilitate the High Commissioner's programme and official activities.
- Maintain accurate and complete records of correspondence, appointments and official engagements in accordance with DFAT policies and information management requirements.

- Manage incoming and outgoing correspondence, telephone enquiries and other communications, exercising discretion, professionalism and sound judgement at all times.
- Coordinate domestic and international travel arrangements for the High Commissioner, including itineraries, accommodation, transport, briefing materials and associated administrative requirements. Prepare and disseminate advice regarding High Commissioner movements, leave and official travel to relevant stakeholders.
- Manage the High Commissioner's representation budget, hospitality activities and gift register, ensuring reporting and acquittal requirements are completed in accordance with departmental policies and procedures.
- Maintain strict confidentiality and exercise sound judgement when handling sensitive corporate, personnel, diplomatic and operational information.
- Provide administrative support to the Executive Unit and Post Executive, contributing to the smooth operation of executive functions across the Mission.
- Support official visits, events and ministerial or senior delegation programs, working collaboratively with colleagues across the Mission to deliver successful outcomes.
- Contribute to a positive, collaborative and inclusive workplace culture and undertake other duties as directed, consistent with the classification of the position.

Required Qualifications/Experience/Knowledge/Skills

- Demonstrated experience providing high-level executive or administrative support in a complex and fast-paced environment.
- Demonstrated ability to independently manage competing priorities, meet deadlines and handle sensitive matters with discretion.
- Demonstrated ability to establish and maintain productive working relationships with internal and external stakeholders.
- Excellent written and verbal communication skills in English and Solomon Islands Pidgin.
- High level of initiative, flexibility, sound judgement and problem-solving capability.
- Strong organisational skills, attention to detail and the ability to work effectively under pressure.
- Demonstrated ability to work collaboratively in a diverse and multicultural team environment.
- Demonstrated proficiency in Microsoft Office Suite applications.