



POSITION DESCRIPTION
Executive Assistant to the Chief Executive Officer



About the Role

Classification	APS Level 6	Job Reference	CA2526-014
Branch	Executive	Section	Executive Office
Location	Sydney	Employment Type	Non-ongoing 12mth Full-time
Reports to	Chief Executive Officer	Agency Information	www.canceraustralia.gov.au
Salary	\$99,733 to \$112,233 p.a. (plus 15.4% employer superannuation)		
Closing Date	Friday, 5 June 2026		
Eligibility Requirements	Must be an Australian Citizen . The successful candidate will be required to undergo pre-employment checks and may be required to obtain/maintain a Baseline security clearance (minimum requirement depending on role)		
Experience and Qualifications	No mandatory qualifications are needed, although Tertiary qualifications in relevant disciplines are highly desirable. Extensive experience as an Executive Assistant to Senior Executive staff and/or Chief Executive Officer is required.		
How to Apply	Write a one-page pitch and tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to Cancer Australia, and how your skills, knowledge and experience align to the role. In a nutshell – why should we hire you? (maximum words 1000) Your application must include an Application Cover Form, written pitch and your resume. Please refer to the job vacancy page on our website for the template. Please submit your completed application to: recruitment@canceraustralia.gov.au		

About Cancer Australia

As the Australian Government’s national cancer control agency, Cancer Australia aims to reduce the impact of all cancers and improve outcomes and experiences for all people affected by cancer.

The Cancer Australia Act 2006 established Cancer Australia to provide leadership and vision, support to consumers and health professionals, and make recommendations to the government about cancer policy and priorities.

The agency is subject to the *Public Service Act 1999*, *Auditor General Act 1997* and is a non-corporate Commonwealth entity under *the Public Governance, Performance and Accountability Act 2013* and is part of the Health and Aged Care Portfolio.

How we operate

Cancer Australia works collaboratively across the entire cancer control system with Australians affected by cancer, health professionals, researchers, policy makers and service providers. The agency is a respected thought leader in the sector and is uniquely positioned to provide robust, world-leading advice to the Australian Government on cancer policy priorities.

Cancer Australia works closely with Aboriginal and Torres Strait Islander people to integrate First Nations' perspectives and co-design improved cancer experiences and outcomes for Aboriginal and Torres Strait Islander people. It fulfills its statutory obligations to fund cancer research by building research capability and addressing emerging priorities for cancer research. It also lends expertise to inform international cancer control.

Cancer Australia uses its position as a trusted collaborator to facilitate a unity of purpose across the sector in setting priorities for cancer control both in Australia and internationally.

The agency leverages its stakeholder relationships to cost-effectively harness the most eminent advice on any cancer issue at short notice.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar roles. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

Duties and Tasks

The Executive Assistant to the CEO is required to provide high-level support to the Chief Executive Officer. This role requires excellent communication and organisation skills and the proven ability to coordinate key activities, including anticipating the CEO's needs and supporting the outcomes of the Office of the CEO.

The duties of the Executive Assistant to the CEO may include, but are not limited to:

- ▶ Manage the CEO's diary and emails, bringing priority matters to the attention of the CEO or respond accordingly as required.
- ▶ Meeting coordination, appointment with both internal and external stakeholders.
- ▶ Organise weekly senior management meetings and monthly all staff meetings, ensuring agendas/presentations/required paperwork are issued in a timely fashion.
- ▶ Liaise in an effective and professional manner with staff and external stakeholders at all levels.

- ▶ Ensure the CEO is appropriately briefed about forthcoming meetings and events.
- ▶ Maintain confidentiality and privacy of the organisation's business matters at all times.
- ▶ Maintain file of agendas and corresponding documentation for upcoming appointments/meetings.
- ▶ Maintain records and files in TRIM.
- ▶ Arrange complex travel and accommodation bookings for the CEO, both domestic and international.
- ▶ Work with the Governance & Reporting team in relation to the Agency's Advisory Council meetings, ensuring meetings are booked and travel arrangements for attendees are booked as required.
- ▶ Ensure all presentation materials for the CEO's speaking engagements are provided to the CEO and conference bodies in a timely fashion.
- ▶ Reconciliation of CEO's expenses in a timely fashion.

The Person

Cancer Australia is seeking a highly motivated, experienced and professional individual.

The successful applicant will possess the following skills and abilities:

- ▶ Significant experience providing executive support to a Chief Executive Officer.
- ▶ Exceptional skills in liaising with internal and external stakeholders.
- ▶ Ability to determine priorities, to escalate issues when appropriate and to work with changing priorities.
- ▶ Highly professional at all times, including ethical, discreet and confidential.
- ▶ Clear, accurate and effective communication skills (written and oral).
- ▶ Extremely proficient in using MS Office: OneNote (super user), Word, Excel, PowerPoint and Outlook.
- ▶ TRIM experience is desirable.
- ▶ Able to work independently with minimal supervision: Maintains a flexible approach to work and effective multi-tasking; Demonstrates initiative; Very high attention to detail.
- ▶ Public service knowledge and experience would be an advantage

Selection Criteria

To be successful in this role, candidates must be able to demonstrate the following APS capabilities:

1. Supports strategic thinking

- ▶ Monitors the corporate priorities and the business context of the organisation; keeps self and others well informed on issues that may affect work progress.
- ▶ Identifies issues and problems and works to resolve them; identifies risks and uncertainties and takes account of these in planning and priority setting.

2. Achieves results

- ▶ Demonstrates flexibility and copes effectively with day-to-day work changes, shifting priorities and periods of uncertainty.
- ▶ Shares appropriate information with colleagues during times of change; assesses impact of change and encourages cooperation in coping with change.

3. Supports productive working relationships

- ▶ Builds and sustains relationships; liaises with a range of stakeholders including team members, other teams, colleagues and clients.
- ▶ Is responsive to changes in client and stakeholder needs; provides courteous, prompt and professional service to clients.
- ▶ Operates as an effective member of the team; works collaboratively; draws on team strengths.
- ▶ Consults and shares information with own team and seeks input from others; ensures people are kept informed of progress and issues.

4. Displays personal drive and integrity

- ▶ Treats people fairly and equitably and is transparent in dealings with them.
- ▶ Makes decisions for the corporate good without favouritism or bias; places the aims of the organisation above personal ambitions.
- ▶ Maintains effective performance levels even in challenging, uncertain or difficult circumstances
- ▶ Stays calm under pressure; does not react personally to criticism.

5. Communicates with influence

- ▶ Structures messages clearly and succinctly, both orally and in writing

- ▶ Focuses on gaining a clear understanding of others' comments by listening, asking clarifying questions and reflecting back; checks to ensure their own views have been understood.

These capabilities are defined and illustrated in the APS6 Capability Profile: [ILS APS6 Profile](#)