



<b>Reference number:</b> 20685	<b>Date Approved:</b> November 2008
<b>Title:</b> Executive Officer	<b>Closing date:</b>
<b>Designation:</b> APS Level 6 (non-ongoing, part time 3 days per week till Jun 09)	
<b>Division:</b> Parks Australia	
<b>Branch:</b> Parks South	
<b>Section:</b> Australian National Botanic Gardens / Administration	
<b>Location:</b> Acton	
<b>Immediate supervisor:</b> Director, ANBG	
<b>Security classification:</b> N/A	

### Duties

1. Prepare correspondence (including Ministerials) and undertake research on corporate issues of relevance to the ANBG Management Team.
2. Undertake contract and project management and procurement related to integrated ANBG management programs.
3. Assist with administration associated with review of ANBG Plan of Management.
4. Provide secretariat services to the ANBG Management team and other site wide committees.
5. Participate in organisational and cultural change in the work place.
6. Other duties as directed by the ANBG Director.

### Selection Criteria

1. Demonstrated ability to support strategic direction.
2. Demonstrated ability to manage projects to achieve results.
3. Demonstrated ability to develop and support productive working relationships.
4. Demonstrates personal drive and integrity.
5. Demonstrated ability to communicate clearly and concisely.
6. Knowledge of the Australian flora and appreciation of the role of botanic gardens in promoting conservation, horticulture, and community appreciation of biodiversity. Appropriate tertiary qualifications an advantage.

Please note that applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering DEW as a potential employer.

Applications should be forwarded to:

The Director  
The Australian National Botanic Gardens  
GPO Box 1777  
CANBERRA ACT 2601