



## **Executive Support Officer**

**Location:** Cairns servicing Cape York communities

**Status:** Full Time Permanent

**Salary:** \$87,420 - \$96,787 p.a. + super

**The filling of this position is intended to constitute a special/equal opportunity measure under s 8(1) of the Racial Discrimination Act 1975 (Cth) and s 105 of the Anti-Discrimination Act 1991 (Qld). The position is therefore only open to Aboriginal or Torres Strait Islander applicants.**

### **About the Opportunity**

From the Cairns office, you will provide high level executive, secretariat and project support services to members of the Senior Management Team and the broader Primary Health Care department. You will lead a team of administrators and oversee effective, integrated and systematic administrative practices, systems, rostering, coordination and procedures within the department.

### **About You**

- Experience developing high level formal documentation, communications and correspondence, such as briefings, reports and submissions
- Experience as an executive officer or other senior administrator with similar responsibilities
- Understanding of the historical and contemporary issues that impact on Aboriginal and/or Torres Strait Islander people and their communities, particularly in Cape York
- Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people in accordance with community protocols and customs
- Current Blue Card positive notice or exemption, or willing and able to obtain prior to commencement

### **Why Apunipima?**

As Executive Support Officer, you will enjoy an attractive remuneration package, collaborative workplace, 5 weeks annual leave, annual leave loading, generous salary packaging options, flexible work practices, financial assistance for relocation (as applicable) and more.

### **How to Apply**

If you're interested in this role, visit our website to submit your application.

[https://hcm616.peoplestreme.net/apunipima/erec\\_external.asp?jobId=6846](https://hcm616.peoplestreme.net/apunipima/erec_external.asp?jobId=6846)

If you would like to have a confidential discussion about this role, please contact Madeleine Tivey, Recruitment Officer via [madeleine.tivey@apunipima.org.au](mailto:madeleine.tivey@apunipima.org.au) or (07) 4037 7255.

Applications close Sunday, 23 May 2021.

**Vacancy Reference Number: 6846**

*Apunipima Cape York Health Council is an equal opportunity employer*

[www.apunipima.org.au](http://www.apunipima.org.au)