



**Australian Government**  

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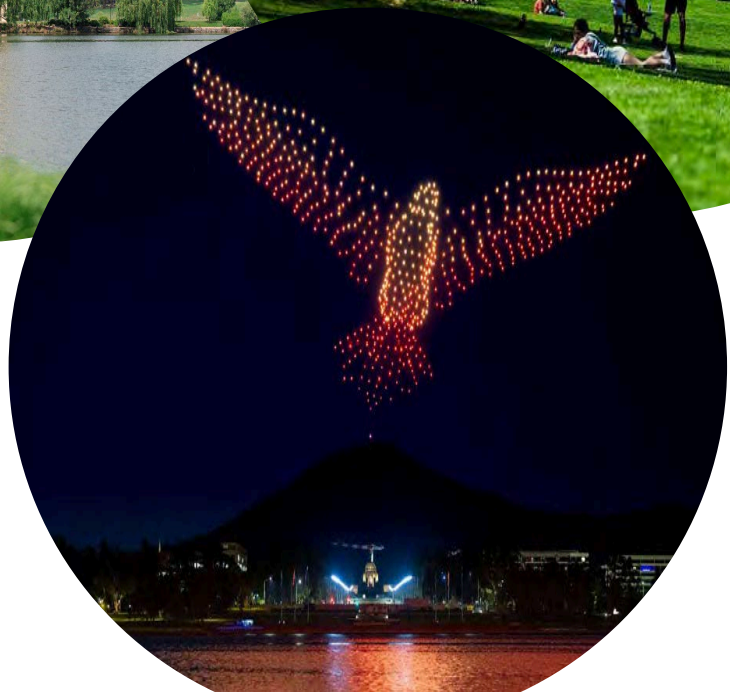
**National Capital Authority**

## **Candidate Information Pack**

**Executive Officer**

**Executive Level 1**

**Ongoing, Full-time**



## Executive Officer

Vacancy Details	
Classification	EL1
Salary	\$121,755.00- \$132,713.00
Branch	Executive Branch
Section	Executive Services
Location	National Capital Authority, Parkes
Security Clearance	Baseline
Employment Status	Ongoing Full-time
Contact Officer	Karen Doran <a href="mailto:Karan.Doran@nca.gov.au">Karan.Doran@nca.gov.au</a> (02) 6271 2878
Applications Close	11.59pm, Wednesday 22 July 2026

## ABOUT THE NATIONAL CAPITAL AUTHORITY

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The National Capital Authority (NCA) is established under the *Australian Capital Territory (Planning and Land Management) Act 1988* (the PALM Act). The NCA is a non-corporate Australian Government agency within the Infrastructure, Transport, Regional Development, Communications and the Arts portfolio. As of 30 June 2024, the NCA was accountable to the Minister for Regional Development, Local Government and Territories, being the Minister responsible for administering the PALM Act.

The NCA performs the role of trustee of the National Capital and in this capacity serves the interests of the Australian Government, and the nation and its people. In short, the NCA is responsible for:

- shaping the National Capital into the future;
- managing and enhancing the nationally significant parts of Canberra; and,
- fostering awareness of Canberra as Australia's National Capital.

## THE ROLE

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The Executive Officer leads the Executive Services section and manages the team to deliver high quality administrative, operational, and governance support to the Chief Executive. They also coordinate a centralised executive support service for the NCA for the (3 person) Senior Executive team.

The Executive Officer acts as a vital bridge between leadership and stakeholders, representing the NCA to external parties and managing high-level correspondence for the organisation to present a consistent NCA voice to stakeholders.

The Executive Officer will be responsible for the effective delivery of Secretariat support services to the (NCA) Board, the Audit and Risk Committee and to the internal executive governance committees.

## THE TEAM

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The Executive Services section is a small team, working directly with the Chief Executive to provide centralised governance, administration and executive support services for the National Capital Authority (NCA). The team is responsible for Secretariat services to the Authority and other governance committees of the NCA. The team provides support and coordination for parliamentary and departmental liaison functions and manages correspondence and queries from external parties. The team also provides executive support to the Chief Executive and the other two members of the executive team.

## KEY DUTIES

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Duties will depend on unit priorities and may include, under limited direction:

1. Oversee the secretariat support function for the NCA Authority and the NCA Audit and Risk Committee, including scheduling the Committee's work program, coordination and preparation of papers, and coordinating completion of action items.
2. Provide support and coordination for Parliamentary and departmental liaison activities.
3. Lead and supervise a small team in the Executive Services section.
4. Build strong relationships with business areas across the NCA and with external stakeholders.
5. Anticipate the needs of the Chief Executive, working proactively, collaboratively, and independently as needed, and performing under pressure within a complex and fast-paced environment.
6. Foster a strong and inclusive team culture, providing training and development support to the section.
7. Maintain confidentiality and handle sensitive information with utmost trust.

## SELECTION CRITERIA

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Duties will depend on unit priorities and may include, under limited direction:

- Oversee the secretariat support function for the NCA Authority and the NCA Audit and Risk Committee, including scheduling the Committee's work program, coordination and preparation of papers, and coordinating completion of action items.
- Provide support and coordination for Parliamentary and departmental liaison activities.
- Lead and supervise a small team in the Executive Services section.
- Build strong relationships with business areas across the NCA and with external stakeholders.
- Anticipate the needs of the Chief Executive, working proactively, collaboratively, and independently as needed, and performing under pressure within a complex and fast-paced environment.
- Foster a strong and inclusive team culture, providing training and development support to the section.
- Maintain confidentiality and handle sensitive information with utmost trust.

Desirable:

- Experience of the APS environment.





## ELIGIBILITY

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Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS). All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s will be required to obtain and maintain a security clearance at a specified clearance level. The successful applicant/s must be willing to share all relevant and required information.

## ADDITIONAL INFORMATION

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A Merit Pool of suitable candidates will be established to fill similar vacancies that may occur within the next 18 months.

The NCA encourages and welcomes applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

## HOW TO APPLY

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To apply for the role, please email [Recruitment@nca.gov.au](mailto:Recruitment@nca.gov.au) the following documents:

- A written application (800 written response) outlining relevant skills and experience against the selection criteria found in the Job Description.
- A current resume.
- The names and contact information of two referees.
- A completed application coversheet.

Further advice on addressing selection criteria can be found in 'Cracking the Code' publication located on the Australian Public Service Commission website.