

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Executive Assistant to the Chief Executive Officer	<b>Designation &amp; Classification Level</b>	Level 7
<b>Position No</b>	1002	<b>Division</b>	Office of the Chief Executive Officer
<b>Business Unit</b>	Office of the CEO (OCEO)	<b>Reports To</b>	Chief Executive Officer (CEO)
<b>Location</b>	Katherine	<b>Date Created</b>	October 2021
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	<p>To deliver efficient, effective and compliant confidential secretarial support and provide high level leadership, direction and support to the members of Office of the CEO.</p> <p>Ensure high quality office management systems are effectively managed to support the Chief Executive Officer &amp; others; and</p> <p>Develop systems and improve efficiencies to existing processes within the Chief Executive Directorate</p>		
3. KEY RESPONSIBILITIES			
<p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Prepare timely and well-researched advice, briefings, reports, submissions and correspondence on various issues relevant to Council.</li> <li>• Manage and provide efficient and effective executive secretarial support to CEO and assist Councillors in the provision of information, administrative matters and diary scheduling.</li> <li>• Coordination of the organisation of Councillor and Executive Leadership Team travel for Council meetings and other events.</li> <li>• Proactively manage the effective functioning of the office of the CEO, this includes overseeing and monitoring the budget of the department within the Office of the CEO, completing expense reports and acquittals.</li> <li>• Ensure efficient diary management for the CEO including: arranging internal, external, and interstate meetings and organising travel in response to priority and importance.</li> <li>• Effective coordination of logistics for the CEO, Mayor and Councillors, this includes ensuring that meetings and workshops have a clear purpose and agenda but also, that the CEO is appropriately prepared and equipped.</li> <li>• Accompany the CEO to meetings and provide live administrative support including (but not limited to); progress through the agenda, minute taking, conducting relevant research, and collecting and distributing relevant information and documents.</li> <li>• Represent the CEO by welcoming visitors, answering questions, and responding to meeting requests directed to the Executive Office by gathering relevant information such as purpose of the proposed meeting / visit and the availability of the CEO.</li> <li>• Manage the CEO's schedule and prepare and present all materials relevant for CEO's diary commitments.</li> <li>• Provide documents that require signing to the CEO with sufficient information in a timely manner (same day where possible)</li> <li>• Ensure all incoming phone calls, correspondence and customer service enquiries to the CEO are dealt with promptly and appropriately.</li> <li>• Assist the CEO with discreet projects and participate in and perform any other duties as directed.</li> <li>• Manage official civic events and ceremonies on behalf of the CEO and the Mayor and take lead responsibility for such matters when required.</li> <li>• Manage a small team, supervise, mentor, and support the members of the Governance team within the OCEO.</li> <li>• Oversee the coordination and preparation of agendas and associated documents for Council and Committee meetings, ensuring requirements of the Local Government Act and other legislative regulations with regard to processes and procedures are adhered to.</li> <li>• Undertake all other relevant duties as directed from time to time by the Chief Executive Officer, consistent with skills, competence and training.</li> </ul>			

## 2. Organisational Sustainability

- Collaborate with the Senior Leadership Team to collate monthly the reports and submit to the CEO for approval.
- Manage external stakeholders by proactively understanding who they are, what they do, and keeping track of periodic communication needed to manage the relationship and / or project.
- Effectively communicate with different levels of the organisation from Mayor, Councillors, CEO, and General Managers, team members, operational staff, government agencies and the public.

## 3. Quality and Continuous Improvement

- Oversee the provision of Council and Committee meeting secretariat, including where applicable; agenda collation and distribution, minute taking, recording of action items, arranging catering and general coordination of meetings.
- Prepare and/or coordinate various documents to a high standard and with a high degree of accuracy, ensuring that timeframes and deadlines are met.
- Research and analyse information and data for the purpose of coordinating and preparing draft responses to general business correspondence for the CEO carefully ensuring that all documentation is consistent with and supports the professional image of Council.
- Effectively engage with Councillors, related activities, and communications with a high degree of professionalism, accuracy, and confidentiality that is expected when dealing with elected members of public office.

## 4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

## 4. SELECTION CRITERIA

### ESSENTIAL

1. Diploma or Advanced Diploma in Local Government Administration/Business Administration or similar, with a minimum of three (3) years' experience working in a similar role, providing high level secretarial assistance to senior executives in a professional environment.
2. Demonstrated experience providing excellent communication skills both written and verbal that result in effective and appropriate communication with a broad range of people internal and external to the Council.
3. High level governance skills with demonstrated competence in executive level correspondence, report writing and presentations, creating minutes and agendas.
4. Demonstrated experience dealing with strictly sensitive, political and confidential matters, with strong ability to exercise discretion ensuring the highest level of confidentiality is maintained.
5. Highly developed organisational skills with the ability to manage time, work output and priorities and handle a range of tasks with competing priorities while maintaining high level of attention to detail.

6. Excellent interpersonal skills with demonstrated commitment to quality customer service and genuine commitment to a constructive and harmonious workplace culture.
7. Experience in reviewing, monitoring and managing financial budgets.
8. Demonstrated ability to operate both independently and within a team environment, with proven ability to plan and manage workload to achieve set goals and meet deadlines for yourself and others.
9. Proven experience in the Microsoft Suite products, excellent computer skills and the ability to quickly acquire new programs.
10. Working knowledge of structure and role of local government, including awareness of Local Government Act 2019 and associated Regulations.
11. Proven analytical and problem solving skills, demonstrating resourcefulness and the ability to work autonomously.
12. Demonstrated ability to supervise, influence and motivate reporting staff to achieve positive outcomes.

#### DESIRABLE

1. Bachelor of Business or similar tertiary qualification.
2. Experience in Local Government environment.
3. Knowledge and experience living and working in remote Indigenous communities and the ability to demonstrate a high level of cross cultural awareness.

#### 5. MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

#### 6. TRAVEL REQUIREMENTS

This position is based in Katherine and you will be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

#### 7. ACKNOWLEDGEMENT

CHIEF EXECUTIVE OFFICER		Date Approved: 25/8/22	Signature: M. GARDNER
Employee Name		Date:	Signature: