



POSITION DESCRIPTION

EXECUTIVE ASSISTANT

Position Number:	402	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	4	Employment Type:	Permanent Full Time
Department / Team:	Office of the Chief Executive Officer		
Reports to:	Chief Executive Officer	Supervise s:	No direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of integrity, efficiency and continuous improvement and exhibit the following core values:

Pride, Accountability, Respect, Open & Transparent, Opportunities for Employment, Safety and Commitment

Position Objectives

The Executive Assistant is responsible for providing high level confidential executive administrative support, project management and business reporting to the Chief Executive Officer (CEO), including support to the Mayor and Councillors where necessary, to achieve corporate and operational objectives.

The position will support the Executive Leadership Team (ELT) and employees in the undertaking of Council business in meeting processes, managing communications and providing high quality customer service with internal and external stakeholders, maintaining strong working relationships across departments in terms of the presentation of business at Council Meetings.

Key Responsibilities

- Provide executive support to the CEO, Directors, Mayor and Councillors including the compilation of council and committee business papers, minutes and administration.
- Prepare agendas and create reports on behalf of the CEO.
- Consult with various internal and external stakeholders, various levels of government and their representatives, other agencies and departments, local businesses, community groups and the public.
- Prioritise and manage appointments for the CEO's calendar including scheduling.
- Review incoming CEO queries, responding to complex matters and referring to appropriate officers as required.
- Prepare correspondence, reports, documents and spreadsheets on behalf of the CEO and other ELT members as required.
- Organise documents, maintain records and take notes at meetings, providing administrative support to the Office of the CEO.
- Provide projects, undertake research and assistance with complex matters as required by the CEO.
- Respond to incoming telephone calls and visitors to the Office of the CEO and direct enquiries as appropriate.
- Organise and coordinate travel and accommodation requirements for the CEO, Councillors and visiting dignitaries.

- Coordinate the Council meeting process including preparation of agendas, reports, minutes, resolutions and distribution of memos including meeting correspondence.
- Manage the setup of the Council Chambers for General Council and other meetings or training, coordinating attendees and arranging catering as required.
- Collaborate with the Media, Marketing and Communications Advisor in the preparation and advertising of posters, flyers and certificates including Media Releases as required.
- Coordinate meetings with VIP's, Members of Parliament, and other key stakeholders on behalf of the CEO and Mayor.
- Coordinate, as required, the Southwest Queensland Regional Organisation of Councils Inc. (SWQROC) meeting process by preparing the agenda, distributing to attendees and act as minute taker for meetings held in Paroo Shire .
- Manage and coordinate project-based work as required which may include the development and presenting of information and reports and the development of committees and/or working groups.
- Coordinate disaster management activities as required.
- Prepare the Annual Report and Quarterly Paroo Review.
- Undertake all activities required to complete Right to Information (RTI) applications.
- Manage and coordinate the annual Citizenship Ceremonies and annual School Bursaries with Cunnamulla, Eulo, Yowah and Wyandra schools.

Qualifications, Skills and Experience

Essential

- Certificate III Business Administration, or equivalent and/or minimum 5 years' experience working in local government administration.
- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated experience in correspondence management, taking minutes, controlling a diary and file management.
- Excellent organisational, interpersonal skills and communication (verbal and written) skills.
- Demonstrated experience in diplomacy, confidentiality and professionalism in an administrative support role.
- High level experience and knowledge of Microsoft Office Suite including spreadsheets, database and corporate applications and the ability to learn new software applications.
- Ability to set priorities and achieve objectives with the capacity to work well under pressure to meet deadlines.
- Ability to undertake research projects and compile and present reports.
- Highly developed problem-solving skills with the ability to negotiate and influence customer's expectations.
- Sound knowledge of general office procedures including statistical, analytical and high-level administrative skills.
- Ability to implement systems and procedures.

Desirable

- Diploma of Local Government Administration.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.

- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Team Contribution

Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and can positively engage with people from diverse cultures, nationalities, and backgrounds.

You will also:

- Work collaboratively with co-workers, actively contributing to the Shires vision and values.
- Raise issues with a 'solution focus' framework and contribute to a positive working environment.
- Build professional relationships with stakeholders at every level of the Shire.
- Actively display the values of the Shire in every interaction
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.
- Perform other reasonable duties as directed by the Team Leader Airport Services and/or line management within known skills, knowledge, and capabilities.

Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____

Date: _____

I Authorise and Approve this Position Description Executive Assistant signed by:

Neil Polglase Interim Chief Executive Officer

Date