



## POSITION DESCRIPTION

<b>ROLE TITLE:</b> Executive Assistant to The Chief Executive Officer	
<b>DEPARTMENT:</b>	Corporate
<b>REPORTS TO:</b>	Chief Executive Officer
<b>LOCATION:</b>	Council Office, St George Street, Georgetown
<b>DATE PREPARED:</b>	2024
<b>PREPARED BY:</b>	Chief Executive Officer

**This Statement represents an accurate description of the role of the Executive Assistant to The Chief Executive Officer.**

**Signed Position Incumbent:**

**Dated:**

**PRIMARY ROLE PURPOSE:**

To facilitate the effective operation of the Office of the Chief Executive Officer by providing effective, efficient administrative and time-management support to the Chief Executive Officer, Mayor and Councillors.

## ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km<sup>2</sup> the Etheridge Shire is bursting with development opportunities with a current population of approximately 900. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is *"...Unearthing Etheridge's future to create a future beyond Rates, Roads and Rubbish..."*

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Executive Assistant to The Chief Executive Officer over the next three to five years include:

- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

Executive Assistant to The Chief Executive Officer

The incumbent will be responsible for, but not limited to:

- To provide executive level administration, secretarial and project support to the Chief Executive Officer, Mayor and Councillors all whilst upholding an extreme level of confidentiality during day to day management.
- To oversee and manage, in a politically sensitive environment, specific projects as identified by the Chief Executive Officer.
- Communicate effectively at all levels within the Council, wider Local Government, State and Federal agencies and the general public.

- Administer planning and logistics for events and conferences as directed by the Chief Executive Officer.
- Provide a high standard of administrative and project support to the Chief Executive Officer including meeting arrangements, catering, minutes and agenda preparation including compilation of meeting reports provided by executive and officers etc.
- Administer the Chief Executive Officers, Mayor's and Councillors schedules, including the arrangement of meetings with various individuals and groups.
- Receive all customer enquiries directed to the Chief Executive Officer and initiate appropriate follow up action for each.
- Administer and maintain Minute Books from statutory Council Meetings.
- Act as the first point of contact for the Chief Executive Officer in all instances and re-direct enquires to other staff as required.
- Administer planning and logistics for events and conferences as directed by the Chief Executive Officer
- Implement system to ensure all request based inwards correspondence receives immediate acknowledgement letters
- Have a detailed understanding of appropriate Council and organisation policy and procedures to ensure that timely and accurate responses are provided.
- Maintain strong professional networks with Executive Level administrative staff from various local and regional organisations.
- Coordinate and administer the follow up of request and reports as required.
- Administer the Register of Statements of Interests and Delegation Register from the Etheridge Shire Council to the Chief Executive and Chief Executive Officer to Executives and Officers
- Prepare purchase orders associated with the Office of the Chief Executive Officer.
- Prepare correspondence, reports and other documents and arrange appropriate distribution of relevant materials for the Chief Executive Officer and Mayor, including the undertaking of research as necessary.
- Preparation of documents for the Chief Executive Officers signature on a daily basis
- Updating and maintenance of actions required reports resulting from Council General meetings
- Drafting responses to correspondence and Council resolutions
- Reconciliation of Credit Cards for the Chief Executive Officer and Mayor & Reconciliation of Cab Charge Account.
- Organise Travel and accommodation for the Chief Executive Officer, Mayor and Councillors
- Assist the Chief Executive Officer in maintaining good communication throughout the Senior Executive Team, the Etheridge Shire Council and the entire organisation.

- Distribute correspondence to other officers as required and ensure follow up action is completed.
- Maintain records and sensitive documents on behalf of the Chief Executive Officer.
- Maintain Council Website with appropriate and up to date information
- Other duties as directed by the Chief Executive Officer.

#### KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct
- Chief Executive Officer, Mayor and Councillors are represented and supported in a professional manner in all dealings with staff, external agencies and the general public.
- Effective communication and regular reporting to the Chief Executive Officer.
- Involvement in the organisation promoting a sense of ownership and team work into the organisation.
- Duties are carried out in a timely, accurate manner and treated with confidentiality.
- High quality presentations of all documentation and correspondence.
- All action items are identified, recorded and followed up.
- Compliance with licensing and other government improved regulations.
- Accuracy and completeness of agendas and associated reports.
- Correspondence is categorised, referred, recorded and distributed promptly.
- Confidentiality is maintained and appropriate security is in place.

#### REQUIRED EXPERIENCE, SKILLS AND KNOWLEDGE

- Previous experience as a Personal Secretary / Executive Assistant.
- Working knowledge of local government administration.

- Working knowledge of electronic records management.
- Knowledge of agenda and minutes management.
- Ability to summarise information concisely and accurately from written and verbal sources.
- Ability to maintain confidentiality and work with information of a sensitive nature.
- Well-developed written and oral communication skills required for liaising with the Chief Executive Officer, Councillors, Council staff and members of the public.
- Above average computer skills and be highly proficient in the use of Microsoft Office applications.
- Excellent communication, organisational and time management skills.
- A high degree of judgement and initiative.
- A positive, proactive and motivated attitude with an attention to detail.

## KEY BEHAVIOURS

### **Integrity:**

- Follows through with agreed actions.

### **Excellent work ethic:**

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

### **Team player**

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

### **Results orientated**

- Sees tasks through to completion.
- Completes tasks within specified time frames.

### **Commitment to Best Practice**

- Follows procedures.
  - Maintains accurate records.
  - Maintains an understanding of Council policies and procedures.

## GENERAL INFORMATION AND CONDITIONS

**Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.**

**(the above Key Responsibilities & Accountabilities is not required to be addressed**

**individually within the application to Council)**

- Appointment to the position of Executive Assistant to The Chief Executive Officer will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

**QUALIFICATIONS**

To perform this job successfully, an individual must have or be able to demonstrate a background in Administration. The position requires a good general knowledge of the regulations pertaining to Local Government.

Desirable

- Successful completion of schooling to a year 12 standard
- Diploma in Local Government (Desirable)
- Certificate level qualification in administration or business – highly regarded.

**MEDICAL CONDITION**

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

**CODE OF CONDUCT**

You will be required to inform yourself of the contents of the Shire’s “Code of Conduct” and will be required to adhere to the Code.

**WORKPLACE HEALTH & SAFETY**

You will be required to familiarize yourself with the Shire’s Safety Policy and “Safe Plan” procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

**DRUG & ALCOHOL POLICY**

As an employee you will be required to participate in Council’s Random Drug and Alcohol testing programme and comply with Councils Drug and Alcohol policy.

**PROBATION PERIOD**

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

**ACCOMMODATION**

There may be accommodation provided with this position.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
Georgetown, Qld 4871