



POSITION DESCRIPTION

Executive Assistant - Engineering

DEPARTMENT:	Engineering Services
REPORTS TO:	Director of Engineering
LOCATION:	Depot Administration Office, Georgetown
DATE PREPARED:	JUNE 2025
PREPARED BY:	Human Resources

This Statement represents an accurate description of the role of the Executive Assistant - Engineering.

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

To facilitate the effective operation of the Office of the Engineer by providing effective, efficient administrative and time-management support to the Director of Engineering Services.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is classified as a small sized rural Council which borders Tablelands Regional Council, Mareeba Shire Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council. The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 800.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries driving 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

ABN 57 665 238 857

Address all correspondence to:
The Director of Engineering Services
PO Box 12
GEORGETOWN QLD 4871

Phone: (07) 4079 9090
Fax: (07) 4062 1285
Email: info@etheridge.qld.gov.au
41 St George Street, GEORGETOWN QLD 4871

PERSONAL ATTRIBUTES

- **Enterprise - Continuous Improvement & Initiative:** A proactive approach applied to the identification, analysis and exploration of opportunities that have the potential to improve the outcomes and performance of the Etheridge Shire Council's community service department.
- **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 - Engineering

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

- To provide executive level administration, secretarial and project support to the Director of Engineering Services, all whilst upholding an extreme level of confidentiality during day to day management.
- Administer the Director of Engineering Services schedule, including the arrangement of meetings with various individuals and groups.
- Receive all customer enquiries directed to the Director of Engineering Services and initiate appropriate follow up action for each.
- Act as the first point of contact for the Director of Engineering Services in all instances and re-direct enquires to other staff as required.
- Have a detailed understanding of appropriate Council and organisation policy and procedures to ensure that timely and accurate responses are provided.
- Implement system to ensure all request based inwards correspondence receive immediate acknowledgement letters
- Coordinate and administer the follow up of requests and reports as required.
- Prepare purchase orders associated with the Office of the Director of Engineering Services.
- Prepare correspondence, reports and other documents and arrange appropriate distribution of relevant materials for the Director of Engineering Services, including the undertaking of research as necessary.
- Preparation of documents for the Director of Engineering Services signature on a daily basis
- Reconciliation of Credit Cards for the Director of Engineering Services.
- Organise Travel and accommodation for the Director of Engineering Services.
- Assist the Director of Engineering Services in maintaining good communication throughout the Senior Executive Team, the Etheridge Shire Council and the entire organisation.
- Maintain records and sensitive documents on behalf of the Director of Engineering Services.
- Prepare agendas and minute taking for council meetings or internal meetings where required.

- Maintain Council Website with appropriate and up-to-date information for the Engineering Department.
- Provide support & relief to the Executive Assistant to the Chief Executive Officer when required, including attendance and minute taking if required.
- General administrative support to Engineering, Depot & Corporate Services as and when the need arises.
- All other delegated duties.

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
- Director of Engineering is 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 Director of Engineering Services.
- 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, as required.
- 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 Director of Engineering Services, Chief Executive Officer, Director of Corporate Services, 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.

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 – Engineering 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.

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

Council may provide suitable accommodation 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 licence 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.

TRANSPORT

A Council pool vehicle will be available if and when required to undertake any travel requirements pertaining to this position.

Applications for this position should be forwarded to:

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Etheridge Shire Council
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GEORGETOWN QLD 4871

Emailed: info@etheridge.qld.gov.au