

POSITION DESCRIPTION



TITLE	Executive Assistant
DEPARTMENT	Executive Services
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
CLASSIFICATION	LGOA Level 2.1 – 4.4
REPORTING OFFICER	CEO
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

To be an active and positive member of Councils Executive Team, providing relevant advice and input whilst managing the effective implementation of Corporate and Executive Services to meet Councils Corporate and Operational plan.

Assisting skilled and valued workforce that is motivated to consistently deliver high levels of service in a safe and efficient manner. We take pride in working together to build distinctive communities and create places and events which bring people together, places where neighbours know each other and help new residents embrace our country lifestyle. We want to engage people in healthy habits and provide options that support the lifecycle via the Tourism Activation Plan.

OBJECTIVES

As the Executive Assistant to the CEO, Mayor and Councillors, you will play a pivotal role in providing exceptional professional and highly confidential administrative support.

This role

- a) acts as a key liaison and facilitator for customer service and communication within the Office of the CEO and Mayor, both internally and externally.
- b) assist in managing compliance with the legislative and statutory functions undertaken by the Council, including maintenance of statutory registers and disclosures, delegations and authorisations, policy development and

review, liaising with external agencies and government departments and other governance issues. The work to be undertaken will be under the direction of the CEO.

KEY RESPONSIBILITIES

Executive Assistant

- Act as the initial point of contact and handle enquiries from internal and external stakeholders seeking information or views from the CEO, Mayor and Councillors.
- Assist in managing and coordinating the CEO and Mayor's time, priorities, and schedules.
- Coordinate meetings with VIPs, Members of Parliament, and other key stakeholders on behalf of the CEO and Mayor.
- Stay alert to potential issues and proactively bring relevant information to the attention of the CEO and Mayor.
- Provide project support, research, and assistance as required by the CEO and Mayor.
- Maintain accurate records of customer requests, emails, and correspondence within the Council's Document Management System and Customer Request System.
- Preparation of reports, presentations, and council meeting agendas for Council meetings.
- Coordinate Executive Management Team (EMT) meetings and agendas.
- Collate information and assist in the preparation of corporate reports and registers.
- Identify and propose opportunities for continual service improvements.

Administration

- Coordinate the bi-annual review of Council's Instruments of Delegation.
- Assist in the maintenance of statutory and governance registers ensuring information is kept up to date at all times in accordance with the requirements of relevant legislation.
- Assist with the preparation of Council's Annual Report in accordance with legislative timeframes and requirements.
- Coordinate the ongoing review and update of Council's policies and procedures and adoption of new policies and procedures in line with established standards.
- Continually update and maintain Council gifts, benefits and hospitality registers.
- Maintain Council Website and ensure its compliance with legislation and represents the council in a professional and positive manner.
- Preparation of reports, presentations, and meeting agendas for Committee meetings and briefings including Internal Audit Meeting, Local Disaster Management Group
- Support the gathering of information through collation of surveys, coordinate and prepare report for review on outcomes of surveys on behalf of the organisation as requested, including the Community Survey.
- Assist with Right To Information (RTI) and Public Interest Disclosure (PID) applications.
- Assist with Land dealings, leases and agreements.
- Monitoring of Councils style guide to ensure consistency in Councils formal correspondence through the use of templates, documents and forms to improve Council's image.

Other Duties

- Build collaborative and outcome focused relationships at all levels of the Council.
 - Build collaborative and productive relationships with external stakeholders including service providers.
 - Ensure timely and person focused customer service is delivered at all times.
 - Plan and manage own workload to ensure that priorities and legislative time frames are met.
 - Maintain a high level of attention to detail to ensure a high level of written and verbal communication at all times.
 - Comply with Council policies, procedures and guidelines
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- Maintain high levels of confidentiality in a politically sensitive environment.
 - Perform other relevant duties as directed from time to time, consistent with skills, competence and training.

Work Health and Safety

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

REQUIREMENTS:

(R) Required / (D) Desired

- Strong interpersonal skills and the ability to foster positive relationships. (R)
- Effective organisational abilities and the capability to manage priorities under tight deadlines. (R)
- Exceptional discretion and ability to handle sensitive information confidentially. (R)
- Proficiency in Microsoft Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat. (R)
- Ability to work independently, adapt to changes, and maintain professionalism. (R)
- Previous experience in local government or a similar role is advantageous but not mandatory (D)
- Degree with substantial experience or equivalent qualifications and experience. (D)
- Current C (Car) Class Driver Licence. (D)

DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
 - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
 - (3) The worker must not intentionally misuse or damage the equipment.
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