



<b>Position Title:</b>	Executive Assistant (Mayor and Councillors)
<b>Position Number:</b>	20003
<b>Team:</b>	Governance, Risk & Performance
<b>Division:</b>	Office of the CEO
<b>Reporting To:</b>	Manager Governance, Risk & Performance
<b>Direct Reports:</b>	Nil
<b>Industrial Instruments:</b>	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
<b>Level:</b>	3-4

## THE ROLE

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The Executive Assistant will provide administrative assistance and support to the Mayor and Councillors and, as allocated, work collaboratively with the Chief Executive Office and broader Executive Leadership Team for all executive support services and communications.

## KEY OUTCOMES

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- Professional, efficient and courteous delivery of administration and executive support for the Mayor, Councillors and Chief Executive Officer team.
- Support is provided to Mayor, Councillors and team members to ensure that company goals and objectives are accomplished and that operations run efficiently
- Internal processes are maintained and refined
- Internal and external resources are coordinated to expedite workflows
- Work is planned and orchestrated to ensure that Mayor and Councillors priorities are met, organisational goals are achieved, and best practices are upheld
- Professionalism and integrity in communications with all stakeholders.

## KEY ACCOUNTABILITIES

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- Provide a professional level of secretarial and office administrative support to the Mayor;
- Liaise with departmental staff in the co-ordination of projects and tasks, and assist with the smooth running of administrative processes within the department;
- Assist with the management of workflows, and research and follow-up matters required for projects and reports, including the preparation of and assistance with specialised documents and publications in adherence with local government statutory requirements;
- Provide a point of liaison between the Mayor and other sections of Council, Councillors and the community;
- Process promptly and accurately, all correspondence and reports generated by the Mayor and other departmental staff as necessary, respecting confidentiality where required;
- Manage and monitor customer responsiveness and the timeliness, quality and presentation of correspondence and documents generated by the department;
- Provide executive assistant support to other areas of the organisation as directed;
- Provide support to other members of the department as directed;
- Scheduling and management of appointments, meetings and commitments;

- Attend meetings as required to record meeting minutes and provide support for the administration of and preparation for these meetings;
- Process mileage claims in a timely manner
- Organise all travel, accommodation and registration arrangements as appropriate in relation to conferences, seminars, workshops, meetings, deputations, tours, etc;
- Process and co-ordinate purchase requisitions, purchase orders, credit card reconciliations and invoices in accordance with Council Procurement Policies and Procedures;
- Co-ordinate and arrange office provisions including stationary, office equipment and vehicle pooling; and
- Other duties as director.
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Undertake any other duties, projects or tasks as directed by the Manager Governance, Risk and Performance which generally fall within the scope of this position and are within the incumbent's skills, competence and training

## **BEHAVIOURAL COMPETENCIES**

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- Practices behaviours aligned with Council's Values (Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Focuses on performance and meeting team goals
- Acts proactively, exercises initiative and seeks opportunities for continuous improvement
- Responds flexibly to change
- Commits to personal and professional development

## **SELECTION CRITERIA**

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### **Essential:**

- Certificate III Office Administration or minimum of three (3) years secretarial experience including at least one (1) year providing or assisting in provision of secretarial services to a management position.
- Well-developed customer service and problem solving skills, including oral and written communications.
- Excellent secretarial, reception and office administration skills and high proficiency in Microsoft Office programs (e.g. Word, Excel, Publisher, Access, PowerPoint, Outlook) or similar.
- Well-developed planning and organisational skills with ability to independently work on multiple tasks, determine priorities and meet deadlines.
- Demonstrated ability to deal with confidential matters.
- Demonstrated knowledge of governance, administration procedures and records management systems.
- Demonstrated knowledge of purchasing policies and procedures.
- Current Queensland 'C Class' drivers licence.

### **Desirable:**

- Knowledge of Council's functions, activities and administrative processes.