

POSITION TITLE: Executive Assistant **POSITION NO:** 2015

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 3 to 4 (dependent on experience)

CERTIFIED AGREEMENT: Officers **AWARD:** QLGIA

DEPARTMENT: Executive Services

BRANCH: Office of the CEO

REPORTS TO: Coordinator Executive Services

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

Provide a high level of professional and confidential administrative and organisational support to the Chief Executive Officer and to the Mayor and Elected Members as required.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Provide executive level administrative support to the Chief Executive Officer, Mayor and Elected Members.
2. Coordinate the Council Meeting process in the preparation of meeting agenda/notices, meeting documents and reports, recording and taking of minutes, compilation of action sheets and distribution of meeting papers.
3. Coordinate the Standing Committee Meeting process in the preparation of agenda items, recording and taking minutes, compilation of actions and the distribution.
4. Research, create and edit corporate publications including the eNewsletter, external newspaper advertisements and staff newsletter; and provide the necessary media support to the Communications Officer when required, meeting all required deadlines.
5. Keep the Council Website and company registers up to date, i.e., Register of Interests register and Conflict of Interest register.
6. Assist with receptions and corporate functions, staff functions and other miscellaneous events, ensuring community participation when appropriate.
7. Provide assistance to the Executive Support Unit as required.
8. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position.

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- Certificate III in Business (desirable).

5. KEY SELECTION CRITERIA

1. Previous experience in providing executive level administrative assistance displaying excellent customer service by being confidential, professional, discrete and courteous.
2. High level of keyboard and data entry skills, and the ability to take meeting minutes with speed and accuracy using advanced knowledge of the MS Office Suite and working knowledge of corporate and financial software systems.
3. Well-developed oral and written communication skills with an ability to communicate clearly and professionally with individuals at all levels.
4. Proven time management skills including the ability to accept responsibility, display initiative, prioritise work, meet deadlines and work under pressure.
5. Ability to work effectively in a team environment.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
Chief Executive Officer: Mark Pitt PSM	Signature: 