

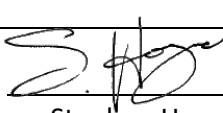


POSITION DESCRIPTION

TITLE: EXECUTIVE ASSISTANT CEO AND MAYOR

LEVEL: BAND LEVEL 5-6

RESPONSIBLE TO: CHIEF EXECUTIVE OFFICER AND MAYOR

Position Status:	Permanent - Full Time
Position Approved by: 	Date:16/01/2025
Stephen Hoyne, Chief Executive Officer	

POSITION OBJECTIVES:

To support the Chief Executive Officer (CEO) in achieving the long-term goals of the organisation by managing the day-to-day operations of the CEO's office including providing high level administrative and secretarial support to the CEO and Mayor.

KEY RESPONSIBILITIES:

- Proactively manage the effective functioning of the CEO and Mayor's offices.
- Ensure the efficient management of the CEO and Mayor's diaries and provide relevant information in a timely manner.
- Manage and monitor correspondence to the CEO and Mayor and ensure that the CEO and Mayor's offices comply with expected response performance.
- Research and report on a range of special projects as directed by the CEO.
- Manage official functions on behalf of the CEO and Mayor's offices including Australian Citizenship ceremonies and other events.
- Coordinate and prepare agendas and associated documents for Council and Committee meetings, ensuring compliance with requirements of the Local Government Act and other relevant legislation.
- Attend Council meetings and take minutes.
- Monitor and Coordinate responses to Council resolutions to ensure they occur within appropriate timeframes and to a standard consistent with the requirements of Council.
- Operate within the delegated authority defined in Council's Delegations Register.
- Project Council's image positively as one of courtesy and cooperation.
- Effectively use Council's document management system ensuring tasks are actioned on time.

- Meet all Occupational Safety and Health requirements and follow appropriate safety and health practices for self and others.

CLASSIFICATION CRITERIA:

AUTHORITY AND ACCOUNTABILITY:

- Accountable to the CEO and Mayor for the performance of the key responsibilities outlined in the Position Description.
- Authorised to operate within the delegated authority defined in Council's Delegations Register.

JUDGEMENT AND PROBLEM SOLVING:

- Possession of requisite skills to solve complex problems.

SPECIALIST KNOWLEDGE AND SKILLS:

- Competent computer skills
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing workplace environment
- Ability to maintain strict confidentiality when dealing with information and sensitive issues.
- Highly developed record keeping and administration skills.

MANAGEMENT SKILLS:

- Ability to coordinate people and ensure adherence to business practices
- Ability to engage consultatively to achieve a desired outcome

INTERPERSONAL SKILLS:

- Ability to source cooperation and assistance from internal and external stakeholders to achieve defined objectives of the role.
- Ability to identify, discuss and resolve issues with relevant parties
- Ability to make decisions on matters which are the responsibility of the Executive Assistant to the CEO, provided that they are within delegated authority, legislative requirements, established policy and recognised organisational standards.

QUALIFICATION AND EXPERIENCE:

Completion of Year 12 or the appropriate equivalent

Five years or more experience in administrative and support roles.

KEY SELECTION CRITERIA:

- Previous experience of at least four years in an administrative and support role/frontline management.
- Good understanding of Council administrative functions or demonstrated capacity to learn.
- Working knowledge of local government's meeting standards, protocols, and procedures.

- High level accuracy in agenda preparation and the recording of minutes of meetings of Council.
- Demonstrated competence in executive level correspondence, report writing and presentations.
- Demonstrated ability in dealing with sensitive, political, and confidential duties
- Commitment and the ability to provide quality customer service.
- Effective Communication skills (verbal and written)
- Excellent organisational and problem-solving skills.
- Advanced skills in Microsoft Office Suite and web technologies.
- Sound interpersonal skills with ability to develop productive working relationships with a broad range of people including elected members and senior management.
- Commitment to working within team-based environment with an ability to work independently.
- Demonstrated ability to set priorities, meet deadlines and prepare timely reports and communiques.
- Commitment to Occupational Safety and Health, and the ability to follow appropriate safety and health practices.
- Successfully undergo a pre-employment medical assessment including a Criminal History Check.
- Current Northern Territory Driver's License.
- Ability to work outside office hours and on weekends when required.

CHANGES TO JOB DESCRIPTION:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment – including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee:

Date:

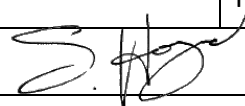


POSITION DESCRIPTION

TITLE: EXECUTIVE ASSISTANT DIRECTORS

LEVEL: BAND LEVEL 5

RESPONSIBLE TO: DIRECTORS (CORPORATE & COMMUNITY AND INFRASTRUCTURE & OPERATIONS)

Position Status:	Permanent - Full Time
Position Approved by: 	Date: 16/01/2025
Stephen Hoyne, Chief Executive Officer	

POSITION OBJECTIVES:

To provide administrative and secretarial support to the Directors, thus enabling the directorate's efficient day-to-day operations

KEY RESPONSIBILITIES:

- Act as the initial contact point for the Directors to ensure efficient liaison between the Director's offices, the wider organisation, and external stakeholders.
- Provide administrative and secretarial support services to the Directors including:
 - email management
 - dealing with enquires by phone, online, in writing and in person
 - preparing letters and other correspondence
 - filing documents, maintaining records and registers
 - coordinating and prepare meeting agendas and associated documents
 - coordinating meetings and appointments and record minutes
 - undertaking research and report for special projects
 - assisting with tasks relating to the directorate
 - other organisational support services as may be required
- Project Council's image positively as one of courtesy and cooperation.
- Meet all Occupational Safety and Health requirements and follow appropriate safety and health practices for self and others.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Accountable to the Directors for the performance of the responsibilities outlined in the Position Description in accordance with relevant legislation and policies.

JUDGEMENT AND PROBLEM SOLVING:

- Possession of requisite skills to solve problems.
- Guidance is available from the Directors when making decisions.

SPECIALIST KNOWLEDGE AND SKILLS:

- Good computer skills particularly in working with Microsoft Office suite of programs
- Ability to maintain strict confidentiality when dealing with information and sensitive issues.
- Well-developed record keeping and administration skills.

MANAGEMENT SKILLS:

- Ability to engage consultatively to achieve the desired outcome
- Ability to coordinate people and ensure adherence to business practices
- Ability to manage own time effectively and plan/priorities tasks and projects with competing deadlines to achieve desired outcomes

INTERPERSONAL SKILLS:

- Ability to communicate effectively with all stakeholders
- Ability to source cooperation and assistance from internal and external stakeholders to achieve defined objectives of the role.
- Ability to identify, discuss and resolve issues with relevant parties

QUALIFICATIONS AND EXPERIENCE:

- Relevant administrative qualification and experience.

KEY SELECTION CRITERIA:

- Relevant administrative qualification and experience
- Good understanding of Council administrative functions or demonstrated capacity to learn.
- Competence in performing administrative tasks including proofreading correspondence, drafting letters, emails, filing and other admin tasks
- Demonstrated ability in dealing with sensitive, political, and confidential duties
- Commitment and the ability to provide quality customer service.
- Effective Communication skills (verbal and written)
- Excellent organisational and problem-solving skills.
- Advanced skills in Microsoft Office Suite.

- Sound interpersonal skills with ability to develop productive working relationships with a broad range of people including elected members and senior management.
- Commitment to working within a team-based environment with an ability to work independently.
- Demonstrated ability to set priorities, meet deadlines and prepare timely reports and communiques.
- Commitment to Occupational Safety and Health, and the ability to follow appropriate safety and health practices.
- Successfully undergo a pre-employment medical assessment including a Criminal History Check.
- Current Northern Territory Driver's License.

CHANGES TO JOB DESCRIPTION:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment – including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee:

Date