



Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	Jan 2025
Position Title	Senior Executive Assistant		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
Classification	Band 3, Level 1-2 depending on skills and qualifications		
Division	Executive		
Section	Support Services		
Location	NPA Region		
Employment Type	Permanent Full-time		
Hours of Duty	36.25 hours per week		
Supervisor	Chief Executive Officer		
Direct Reports	Executive Assistant Governance Officer		
Indirect Report	N/A		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community.

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community.
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

To provide confidential executive support to the Chief Executive Officer, Elected Members and Executive Management Team. The role is critical in supporting the overall coordination of corporate governance and general administration by providing high level of administrative, executive support and secretariat functions for council-led Stakeholder Groups.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

- Oversee and Coordinate the Chief Executive Officer, Mayor, Deputy Mayor & Councillors including Council Meetings, Trustee Meetings and Special Council Meetings
- Provide high level support to the CEO and Elected Members in an efficient, effective, timely and well-coordinated manner as directed by the CEO management of office including the scheduling appointments, organising venues, making travel arrangements, and preparing supporting material.
- Coordinate telephone enquiries for Chief Executive Officer, Mayor and Councillors as required.
- Co-ordinate the day-to-day activities of the Chief Executive Officer, Mayor and the Councillors including extensive diary management.
- Coordinate with preparation of Council Meeting Agendas including collation of Executive Management reports into the agenda and arrange distribution of associated documentation to Councillors and Executive Management Team and uploading onto the website.
- Attend Council Meetings and complete minute taking.
- Collate and distribute Council Meeting Minutes
- Coordinate and maintain the recording of Motions, Recommendations and Resolutions and arrange follow up advice to Executive Management members.
- Coordinate and manage all Council Meeting requirements including set up and pack up, catering, advertising for special meetings, IT, and tape-recording provisions.
- Coordinate and support the CEO's office operations, correspondence, services provision, the coordination of events and meeting including Council and Committee meetings.
- Management of correspondence, including, monitoring emails, and responding to enquiries where necessary, collation and follow-up of information and tracking of high-volume activity to ensure deadlines are met.
- Oversee and supervise the Executive Support Team under the CEO Office operations and support services.
- Coordinate and prepare documents and activities on behalf of the Council, including briefs and other Executive reports.
- Preparation of correspondence reports etc. on behalf of the Mayor.
- Actively manage and promote relationships with internal and external stakeholders.
- Undertake such other responsibilities or task as are consistent with the position as directed from time to time.
- Actively contribute to the creation of a high-performance culture where accountability, innovation, change, and excellence is service is valued.
- Adhere to relevant policies and procedures to ensure commitment in promoting and practicing work health and safety and environment protection.
- Maintain awareness and compliance with Council Code of Conduct and policies, including EEO & Anti Bullying and Harassment policy, and any relevant risk management protocols.
- Perform secretariat functions for the Local Disaster Management Group.
- Perform secretariat functions as requested by the Mayor or CEO

SELECTION CRITERIA

Essential:

1. Diploma/Certificate in a business-related field or 3 years minimum experience in a similar position
2. Demonstrated relevant experience in providing a full suite of high-level confidential executive support services in a busy office environment.
3. Accurate and efficient word processing skills with experience using Microsoft Office in particular Word, Excel, PowerPoint, or similar.
4. Demonstrated ability to manage, supervise and coordinate general administrative office and customer service staff.
5. Demonstrated high level interpersonal, communication and customer service skills as well as the ability to negotiate for outcomes when dealing with competing priorities.
6. Demonstrated commitment to equal employment opportunity, anti-discrimination, cultural diversity, workplace safety and quality assurance.

Desirable

7. Experience working in a Local Government would be well regarded.
8. Hold current 'C' class Queensland Drivers Licence is highly desirable.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)