POSITION DESCRIPTION

Position Title:	Executive Assistant to the Chief Executive Officer
Position Number/s:	OCEO-020
Employment Type:	Full Time, Permanent
Hours of Work:	72.50 hours per fortnight, nine (9) day fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	*Queensland Local Government Industry (Stream A) Award – State 2017*
Classification:	Level 5
Location:	Council's Administration Centre, Charters Towers
Directorate:	Office of the Chief Executive Officer

POSITION OBJECTIVE

Under limited direction from the Chief Executive Officer (CEO), this position provides dedicated executive, administrative, scheduling and time-management support solely to the CEO. The position provides limited administrative support to the Mayor and Councillors as directed by the CEO.

The role ensures the Office of the CEO operates efficiently, professionally and in accordance with Council's governance obligations. It requires a high level of accuracy, attention to detail, discretion and sound judgement when managing competing priorities and confidential matters in a politically sensitive environment.

ORGANISATIONAL RELATIONSHIPS

Reports to: OCEO-001 Chief Executive Officer

Directly supervises: Nil

ORGANISATIONAL VALUES



DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Manage the CEO's diary, appointments, correspondence and inbox, prioritising items and escalating, delegating or scheduling them as appropriate.
2. Act as the primary point of contact for the Office of the CEO, presenting a professional image of Council and actioning enquiries and complaints directed to the CEO in accordance with Council's Complaints Management Framework.
3. Research, draft and quality assure correspondence, briefing notes, reports and presentations for the CEO with a high level of accuracy and attention to detail.
4. Summarise written and verbal information accurately and concisely to support the CEO's decision-making.
5. Coordinate meetings chaired or attended by the CEO, including venues, catering, agendas and meeting papers.
6. Take accurate minutes and deliver them within agreed turnaround times, maintaining action registers and following up outstanding actions in accordance with the *Local Government Act 2009* (Qld), the *Local Government Regulation 2012* (Qld) and Council's meeting procedures.
7. Manage and oversee specific projects in a politically sensitive environment as directed by the CEO, reporting on progress, risks and outcomes.
8. Coordinate the CEO's travel, accommodation, conference registrations and events in accordance with Council's procurement and financial policies.
9. Provide limited administrative support to the Mayor and Councillors as directed by the CEO, including scheduling and the coordination of meetings with the CEO, while maintaining political neutrality and confidentiality.
10. Build and maintain effective, positive working relationships with the Mayor, Councillors, the Executive Leadership Team, Council employees, government agencies and the public.
11. Create, capture and manage official records in accordance with the *Public Records Act 2023* (Qld), and handle personal and confidential information in accordance with the *Information Privacy Act 2009* (Qld).
12. Comply with Council's Work Health and Safety (WHS) Management System, including WHS policies, procedures, Safe Work Method Statements (SWMS) and lawful workplace instructions. Meet your obligations under the *Work Health and Safety Act 2011*, including taking reasonable care for your own and others' health and safety, reporting injuries, incidents and hazards, and wearing and maintaining personal protective equipment (PPE) in line with Council procedures.
13. Follow reasonable and lawful directions and undertake other duties as reasonably directed, within the scope of the role and your skills, competence and training.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience as an Executive Assistant, Personal Secretary or Senior Administrator supporting senior leadership at the highest level.
- Knowledge of local government administration, including meeting procedures and governance requirements.
- Demonstrated skill in agenda preparation and accurate minute-taking, with the ability to produce minutes within short turnaround times.
- Demonstrated ability to summarise written and verbal information accurately and concisely.
- Demonstrated ability to maintain confidentiality and exercise tact, discretion and political neutrality when handling sensitive information.
- Highly developed organisational and time-management skills, with the ability to manage competing priorities and meet deadlines with minimal supervision.

- Well-developed written and verbal communication skills, with a demonstrated ability to build and maintain effective, positive relationships with the Mayor, Councillors, senior leaders, employees and the public.
- Advanced computer skills, particularly in the Microsoft Office suite, and experience with records management systems, with a high level of accuracy and attention to detail.

Desirable:

- Experience working in a Queensland local government environment.
- Experience in project coordination and event management.

| Education/Qualifications |

Essential:

- Certificate IV in Business Administration, or Leadership and Management, or a related discipline, and/or demonstrated equivalent experience in an executive support role.

Desirable:

- Diploma of Business, Leadership and Management or a related discipline, and/or demonstrated equivalent experience.

| Licences |

Essential:

- Possession and maintenance of a current Queensland 'C' class drivers' licence.

INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent Requirements

The following are essential to performing this role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- Sit or stand at a workstation and use a computer, keyboard and telephone for extended periods to prepare correspondence, reports and minutes.
- Maintain a high level of concentration and accuracy when taking and transcribing minutes, often within tight timeframes.
- Lift and carry light loads, such as files, meeting papers and event materials, within Council's WHS manual handling requirements.
- Drive a Council vehicle to attend meetings, functions and official engagements within and outside the region.
- Manage competing demands and sensitive or confidential matters in a high-pressure, politically sensitive environment.
- Work outside ordinary hours, including evenings and including weekends, and emergency or disaster response, may be required as reasonably directed to attend to meet operational needs.

Pre-Employment Checks, Health Monitoring and Immunisation

This position is required to complete a drug and alcohol screen with a satisfactory health declaration, or a pre-employment medical assessment, based on the inherent requirements above. A national criminal history check will also be undertaken with the applicant's written consent.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and to prevent occupational disease. Under Council's P0199 Vaccinations and Health Monitoring Procedure, this position is not listed on Council's health monitoring register and is not included in the Workplace Immunisation Program.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Chief Executive Officer: _____ **Signature:**_____
(Name)

Date:_____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent:_____ **Signature:**_____
(Name)

Date:_____