

Executive Assistant

Position Description

Position	Executive Assistant
Work Location	23 West Street, Councils Administration Building
Directorate	Community Services
Section	Community Services
Reports to	Director Community Services
Annual Salary Band	\$93,363.94 – \$99,411.40
Classification	Level 4, Mount Isa City Council Certified Agreement 2024
Engagement Type	Full-Time, Fixed Term (12 Months – Maternity Leave Cover)

POSITION OBJECTIVE

The Executive Assistant provides high-level, efficient, professional and confidential executive and administrative support to the Director Community Services and associated departments, ensuring the accurate and timely delivery of business support services.

The role coordinates key business activities, prepares high-quality correspondence, reports and documentation, manages competing priorities, and facilitates effective communication across the Directorate and with internal and external stakeholders.

As a critical support role, the Executive Assistant contributes to effective governance, records management and business operations by ensuring compliance with Council policies, procedures and legislative requirements. Through proactive planning, sound judgement, exceptional organisational skills and a commitment to continuous improvement, the Executive Assistant enables the Director Community Services and departmental teams to achieve strategic objectives and deliver positive outcomes for the community.

POSITION REQUIREMENTS

- Highly developed verbal and written communication skills, with the ability to prepare clear, accurate and professional correspondence, reports, agendas, minutes and documentation.
- Advanced computer skills, including the demonstrated proficiency in the Microsoft Office Suite and the ability to quickly learn and effectively utilise Council-specific software systems.
- Excellent organisational and time management skills, with the ability to manage competing priorities and meet deadlines.
- Demonstrated experience providing high-level executive, administrative or operational support.
- Strong teamwork and collaboration skills, with the ability to work effectively within a multidisciplinary team environment.
- Demonstrated ability to maintain a high level of confidentiality, discretion and professionalism in all aspects of the role.
- Well-developed interpersonal communication skills with a high level of customer service aptitude.

- Ability to manage multiple tasks concurrently while maintaining attention to detail and delivering high-quality outcomes.
- Self-motivated with strong organisational and time management, problem solving and decision-making abilities.
- Demonstrated experience providing high-level administrative or operational support for a minimum of two years, preferably within a Local Government environment.
- Current “C” class manual Driver’s Licence or ability to acquire a licence prior to officially commencing in the role.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Provide high-level, confidential executive and administrative support to the Director Community Services.
- Coordinate and manage the Director's diary, correspondence, meetings, travel arrangements and workflow priorities.
- Act as a key point of contact and ensure enquiries are managed professionally and within required timeframes.
- Prepare, coordinate and distribute reports, agendas, minutes, briefing papers and other business documentation.
- Undertake research and assist in the preparation of reports, presentations and submissions to support decision-making.
- Ensure the Director is appropriately briefed and prepared for meetings, events and stakeholder engagements.
- Maintain accurate records, document control systems and information management practices in accordance with Council requirements.
- Coordinate departmental meetings, workshops and events, including associated logistics and follow-up actions.
- Provide administrative support for procurement, financial and tendering processes in accordance with Council policies.
- Monitor and coordinate administrative actions, commitments and deadlines within the Directorate.
- Identify opportunities to improve administrative processes and business efficiency.
- Assist the Senior Executive Assistant and undertake project work as directed.
- Maintain the highest standards of confidentiality, professionalism and integrity.
- Deliver comprehensive and confidential administrative support with a high degree of accuracy, including records management, communication handling, and maintenance of departmental registers, databases and filing systems.
- Undertake other duties within the scope of the position as directed by the Director Community Services.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- Provides accurate, professional and timely executive and administrative support, ensuring deadlines and business priorities are achieved.

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- Maintains the highest standards of confidentiality, discretion and professionalism in all interactions and business activities.
 - Produces high-quality correspondence, reports, agendas, minutes and other documentation with a high degree of accuracy and attention to detail.
 - Builds and maintains positive, effective relationships with internal and external stakeholders through responsive and professional customer service.
 - Demonstrates initiative, accountability and a commitment to continuous improvement while complying with Council policies, procedures and legislative requirements.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- A cover letter of no more than two (2) pages outlining how your skills, experience, knowledge and personal attributes align with the requirements of the position. Your cover letter should demonstrate your suitability for the role and provide examples of relevant achievements and experience.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities or
- Email Human Resources on hr@mountisa.qld.gov.au

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including (but not limited to) criminal history checks and a pre-employment medical.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	7 August 2014
Review Date	21 July 2026
Contact	Human Resources - 07 4747 3286
Closing date	05 August 2026