

Position Description



POSITION TITLE	Senior Executive Assistant, Office of the Deputy CEO
POSITION NUMBER	101004
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 7
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Office of the Deputy CEO
LOCATION/S	Alice Springs
SUPERVISOR	Deputy Chief Executive Officer
POSITIONS SUPERVISED	Nil

PRIMARY OBJECTIVE

The Senior Executive Assistant provides high-level executive, governance and project coordination support to the Deputy Chief Executive Officer (DCEO), ensuring the efficient operation of the Office of the DCEO and contributing to strategic planning, corporate reporting and interdepartmental collaboration.

The role operates with considerable autonomy, representing the Office of the DCEO in interactions with internal and external stakeholders, and requires the ability to anticipate needs, manage sensitive matters with discretion, and coordinate across Council's leadership portfolio.

The position also requires flexibility to undertake occasional overnight travel to remote communities to support high-level meetings, events and regional programs.

KEY DUTIES AND RESPONSIBILITIES

Strategic Executive Support

- Provide proactive and high-level executive, administrative and strategic support to the DCEO, including managing correspondence, communications, and stakeholder engagement on their behalf.
- Anticipate emerging issues, prepare briefings and coordinate input for decision-making at the executive level.
- Draft correspondence, briefing papers, and reports with a high standard of accuracy and professional presentation.
- Exercise sound judgment and confidentiality in handling sensitive and political matters.

Governance, Coordination and Secretariat Functions

- Coordinate the preparation of agendas, papers, and minutes for Executive Leadership Team, Council, and Local Authority meetings.
- Track and manage action items, ensuring accountability and follow-up across departments.
- Assist with development and review of policies, procedures, and governance documentation relating to the DCEO's portfolio.

Corporate Reporting and Project Support

- Support the DCEO in preparation of strategic documents including quarterly performance reports, corporate plan updates, and briefings to Council and government agencies.
- Undertake research and analysis for projects and initiatives led by the Office of the DCEO.
- Coordinate the collation of reports from multiple departments and prepare consolidated summaries for executive consideration.

Operational and Stakeholder Support

- Coordinate logistics for high-level meetings, visits and engagements, including travel and accommodation for the DCEO and other executive staff.
- Liaise with senior internal and external stakeholders, including Directors, Councillors, Local Authority members, and government representatives, ensuring timely and accurate communication.
- Provide on-site administrative and logistical support during occasional overnight community visits.

Position Description



Systems, Compliance and Continuous Improvement

- Maintain effective information management systems to ensure accuracy, traceability and confidentiality of documents.
- Support continuous improvement initiatives within the Office of the DCEO, identifying process efficiencies and governance enhancements.
- Prepare financial and procurement documentation, monitor budgets and assist with contract or project tracking where required.

Leadership and Collaboration

- Provide mentorship and guidance to other administrative officers within the organisation, fostering a culture of professionalism and collaboration.
- Represent the Office of the DCEO on internal working groups or committees when delegated.

Health, Safety and Wellbeing

- Model and promote a positive and proactive approach to health, safety and wellbeing.
- Ensure that all duties are undertaken in accordance with CDRC's Work Health and Safety framework.

Other Duties

- Undertake other duties as directed by the DCEO that are within level and capability.

SELECTION CRITERIA

Essential

1. Diploma-level qualification in Business, Governance, or a related field, or significant demonstrated experience in a senior executive support role.
2. Proven experience providing high-level executive support and governance coordination to senior leadership within a complex or high-volume environment.
3. Demonstrated capacity to operate with discretion, political awareness and confidentiality.
4. Advanced written and verbal communication skills, including preparation of reports, briefings and official correspondence.
5. Strong analytical and research capability with demonstrated initiative and sound judgement.
6. Highly developed organisational and time management skills with proven capacity to manage multiple priorities under pressure.
7. Advanced skills in Microsoft Office Suite and proficiency in corporate recordkeeping or information management systems.
8. Demonstrated ability to build and maintain effective relationships across departments, with Councillors, Local Authorities and external government partners.
9. Understanding of the governance, cultural and community contexts within which Central Desert Regional Council operates.
10. Acceptable Police Check.
11. Ability and willingness to travel overnight to remote communities as required.

Desirable

1. Experience in Local Government, corporate governance, or the public sector.
2. Current NT C Class Driver Licence.
3. Ochre Card (Working with Children Clearance).