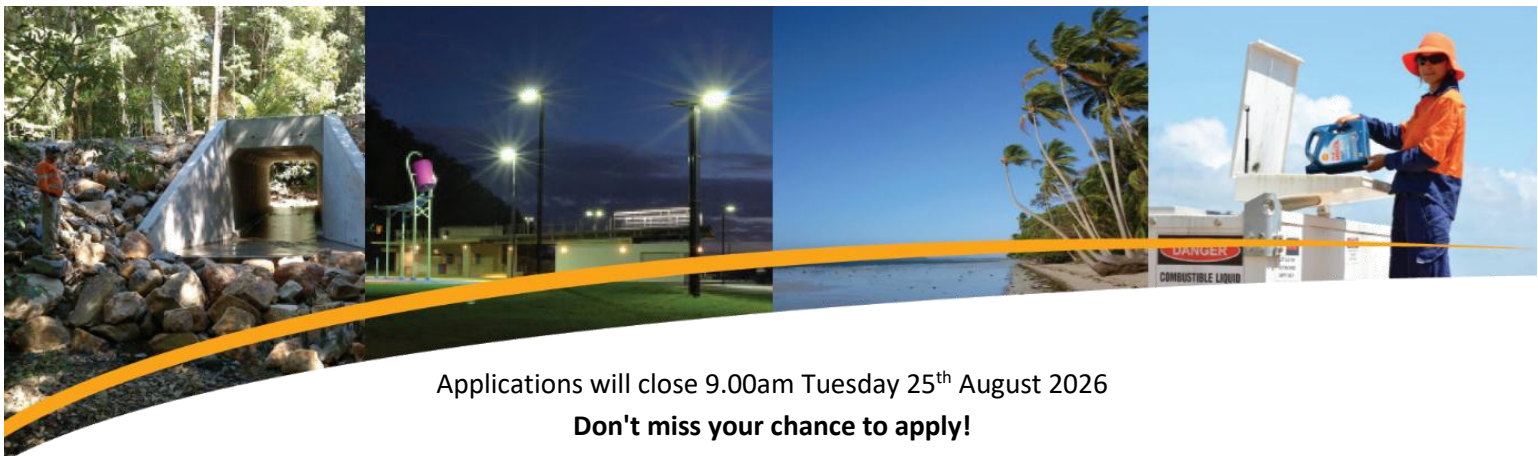


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CANDIDATE INFORMATION KIT

EXECUTIVE ASSISTANT GROWTH & LIVEABILITY FULL TIME

Job Reference: CSC193



Applications will close 9.00am Tuesday 25th August 2026

Don't miss your chance to apply!

Cook Shire Council reserves the right to close applications prior to the advertised closing date if a suitable candidate is identified.



*A career with Council can offer you the
work/life balance you've been looking for!*

Thank you for your interest in applying for the Executive Assistant role with Cook Shire Council.

Cook Shire Council is seeking a highly motivated **Executive Assistant – Growth and Liveability** to provide exceptional executive and administrative support to our Chief Operating Officer (COO). This is an exciting opportunity to play a key role in supporting the delivery of major projects, strategic initiatives, and essential services that help shape the future of one of Australia's most unique and beautiful regions.

About Cooktown and the Cook Shire

Based at Council's Main Administration Office in Cooktown, You'll be the central point of coordination for the Directorate, working with a wide range of internal and external stakeholders while ensuring deadlines are met and information flows efficiently. Cooktown is a historic and welcoming town at the heart of the Shire, offering a relaxed tropical lifestyle, strong community spirit and easy access to some of Far North Queensland's most spectacular natural surroundings.

About the Role

This is much more than a traditional Executive Assistant position. You'll become a trusted partner to the COO, ensuring the smooth operation of the Growth and Liveability Directorate by coordinating executive priorities, managing complex workflows, preparing high-quality reports and correspondence, and maintaining the highest standards of governance and confidentiality.

About Cook Shire Council

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

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HOW TO APPLY

Prepare a letter and up to date resume. Tell us why you would like to be considered for this role and send it to us!

Please provide an answer to these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ Do you have a current Qld drivers licence? Please provide details.
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ Include two employment-related referees.

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895
Email: work@cook.qld.gov.au
Online: www.cook.qld.gov.au/work

PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

SUMMARY & CONDITIONS OF EMPLOYMENT

JOB REFERENCE: CSC193	
Position:	Executive Assistant – Growth & Liveability
Location:	Based at Main Administration Office, 10 Furneaux Street, Cooktown
Tenure:	Full Time
Remuneration:	Queensland Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017 – Level 4 - 5 \$88,877.00 to 97,816.00 Per Annum + Locality Allowance
Leave Entitlements:	5 weeks annual leave 15 days personal leave
Superannuation:	12% Superannuation contributions

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POSITION DESCRIPTION

Position Title:	Executive Assistant – Growth & Liveability
Directorate:	Growth & Liveability
Location:	Council's Administration Office, 10 Furneaux Street, Cooktown
Award/Classification	Queensland Local Government Industry (Stream A: Division 2 Section1) Award – State 2017 – Level 4 to 5 (see Classification section below)

1 POSITION OBJECTIVES

The Executive Assistant provides specialist, high-level administrative and executive support to the Chief Operating Officer (COO) to enable the effective operation of the Growth and Liveability directorate.

The position requires a proactive and anticipatory approach, exercising initiative, sound judgement, discretion and confidentiality in managing executive priorities, correspondence, reporting, documentation and stakeholder communications.

Working with a high degree of autonomy, the position coordinates complex, sensitive and governance-critical executive workflows, ensuring information, reports, briefings and documentation are accurate, timely and compliant with Council's policies, procedures, delegations and legislative requirements. The role acts as a central coordination point for the Directorate, facilitating communication, monitoring key actions and deadlines, and supporting effective decision-making and service delivery.

Under the direction of the COO, the position contributes to the achievement of Council's strategic and operational objectives by providing high-quality executive support, coordinating administrative and governance functions, and assisting the Directorate and Council more broadly in the delivery of organisational priorities, projects and corporate initiatives.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

Executive and Administrative Support

- Provide high-level executive and administrative assistance to the COO, exercising initiative, judgement and discretion within established policies and procedures.
- Anticipate routine administrative and coordination requirements to support the COO's effectiveness and workload management.
- Independently manage complex executive administrative matters on behalf of the COO, resolving issues within established frameworks and escalating matters of significant risk, sensitivity or impact.
- Maintain absolute confidentiality and professionalism when handling sensitive or high-level matters.

Diary, Calendar and Coordination

- Independently manage the COO's diary, calendar and meeting commitments, including the coordination and prioritisation of competing appointments, meetings and travel arrangements.

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- Monitor key dates, deadlines and commitments and bring emerging priorities or issues to the COO's attention.

Governance and Quality Assurance Support

- Review documentation submitted for the COO's consideration to ensure accuracy, completeness and alignment with Council policies, procedures, delegations and statutory requirements, and take corrective action where deficiencies or non-compliance are identified.
- Coordinate the flow of documentation and approvals, track actions and follow up outstanding matters as directed.
- Assist in maintaining records in accordance with Council governance and record-keeping requirements.
- Provide statutory and procedural support for formal Council and committee meetings involving the COO, including the application of standing orders and meeting procedure requirements.

Reporting, Correspondence and Documentation

- Draft and prepare complex executive correspondence, briefing notes, reports, presentations and other documentation on behalf of the COO for review and approval.
- Coordinate agendas, reports and supporting documentation for meetings involving the COO.
- Attend meetings as required, record minutes and action items and coordinate follow-up actions.

Project and Directorate Support

- Undertake administrative coordination of projects, research and information gathering as directed by the COO.
- Assist with monitoring progress against Directorate plans, projects and reporting requirements and escalate issues as appropriate.
- Support Directorate reporting activities by compiling and coordinating information from relevant officers.

Stakeholder and Customer Service

- Act as a key administrative contact point for enquiries to the COO, ensuring courteous, timely and professional responses.
- Liaise with Council officers, contractors, consultants, government agencies and members of the public to exchange information and coordinate administrative matters.
- Negotiate and manage competing priorities and resourcing implications across senior internal and external stakeholders to protect the COO's capacity to meet Directorate and Council priorities.

Continuous Improvement

- Identify opportunities to improve administrative systems, processes and workflows within the Directorate.
- Contribute to the development and implementation of Directorate-wide administrative systems, procedures and reporting frameworks.
- Embrace and support organisational change and contribute positively to a professional and collaborative workplace culture.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

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3 POSITION REQUIREMENTS

3.1 Qualifications, Experience, Skills, Licences and Knowledge:

- Demonstrated experience providing high-level administrative or executive support to senior management in a complex organisation.
- Proven ability to manage competing priorities, anticipate routine requirements and work with minimal supervision.
- Demonstrated experience in preparing, reviewing and coordinating reports, correspondence and documentation for senior officers.
- Sound understanding of governance, confidentiality and compliance requirements within a local government or similar environment.
- High-level written and verbal communication skills.
- Advanced proficiency in Microsoft Office and the ability to quickly learn Council systems. Strong organisational skills, attention to detail and accuracy.
- Knowledge of, and ability to apply, statutory and procedural requirements relevant to the role.
- Working knowledge of Council's structure, functions and services across multiple directorates, sufficient to coordinate cross-organisational matters.

3.2 Interpersonal Skills

- Ability to communicate effectively with a wide range of internal and external stakeholders.
- Capacity to liaise with Council staff and external organisations to exchange information and coordinate activities.
- Ability to work independently and contribute positively to a team environment.
- Professional presentation and commitment to maintaining Council's image and service standards.
- Demonstrated initiative and a proactive and self-motivated approach.
- Ability to negotiate competing priorities and resourcing trade-offs with senior internal and external stakeholders.

3.3 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities

3.4 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
- Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
- Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Contribute toward the efficient and effective operation of Council.

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3.5 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System and *Workplace Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

4 CLASSIFICATION (LEVEL 4 – LEVEL 5)

This is a Level 5 position, broad-banded from Level 4, with classification dependent on the skills, experience and capability the incumbent brings to the role rather than tenure alone. The Level 4 and Level 5 expectations are outlined below.

Level 4 Expectations

The incumbent operates independently across the full range of duties and responsibilities outlined in this position description, including executive and administrative support, diary and workflow coordination, governance and quality assurance review, reporting and correspondence and stakeholder liaison, exercising sound judgement within established Council policies, procedures and delegations and escalating matters of significant risk, sensitivity or impact to the Chief Operating Officer.

Level 5 Expectations

In addition to the Level 4 expectations above, a Level 5 incumbent is expected to demonstrate one or more of the following:

- Presenting a case and negotiating competing priorities across senior internal and external stakeholders where genuine trade-offs, resourcing implications or scheduling conflicts are at stake, rather than applying standard cooperation and coordination practices alone.
- Contributing directly to the development, review or improvement of Directorate-wide administrative systems, procedures or reporting frameworks, beyond applying those already established.
- Exercising initiative and judgement in circumstances where practices, precedent or direction are not clearly defined, including in sensitive, governance-critical or novel matters, and determining an appropriate course of action with minimal reference to the Chief Operating Officer.
- Applying a working knowledge of Council's structure, functions and services across multiple directorates sufficient to independently coordinate cross-organisational matters on the Chief Operating Officer's behalf.
- Providing statutory and procedural advice and support at a level relied upon by the Chief Operating Officer and other Council officers, including support for formal Council or committee meeting requirements such as standing orders (see Governance and Quality Assurance Support duties above).

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Classification at Level 4 or Level 5 will be determined by assessing the incumbent's demonstrated skills, experience and capability against the expectations above.

5 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Chief Operating Officer.
- Liaises with Council officers, consultants, contractors, Government departments and the general public.

5 EXTENT OF AUTHORITY

- Designated Procurement Delegation as per the Cook Shire Council Procurement Policy.
- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.

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INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km² and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	PCYC Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

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Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	4.5 hour drive on inland sealed road from Cairns (self-drive or bus)
CRUISE	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website www.cooktownandcapeyork.com.

Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

Information

For further information about our Council and Shire please visit Council's website www.cook.qld.gov.au.

Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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