



Northern Peninsula Area Regional Council

Employment Package

SENIOR EXECUTIVE ASSISTANT/ OFFICE MANAGER

Employment opportunity

Northern Peninsula Area Regional Council is seeking applications from suitably qualified, motivated, and experienced people for the position of Senior Executive Assistant/ Office Manager.

To provide confidential executive support to the Chief Executive Officer, Elected members, and Executive Management Team and manage the administrative functions in the Injinoo, Bamaga, Umagico and New Mapoon Offices. The role is critical in supporting the overall coordination of corporate governance and administrative processes and providing high level administrative and executive support to the executive office.

About you

In co-operation with the Executive Assistant, the Senior Executive Assistant is responsible for the following areas:

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- Oversee and Coordinate the Chief Executive Officer, Mayor, Deputy Mayor & Councillors including Council Meetings, Trustee Meetings, Councillor Assemblies and Special Council Meetings.
- Provide high level support to the CEO, Elected Members and Executive Management Team 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.
- Manage the administrative functions of the Council, providing direction, task allocation and management of the staff across the offices of the Council

- 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 Agenda and report distribution for Councillor Assemblies. This includes ensuring all Agenda items include a brief outline of items to be discussed to Councillors prior to the Assembly.
- Coordinate and support the CEO's office operations, correspondence, services provision, the coordination of events and meeting including Council and Committee meetings.
- Undertake research, and data analysis to assist the CEO and executive in the preparation of reports and policy positions
- 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.
- Organise travel and administer finances including reconciliation and maintenance of all travel and credit card accounts in line with council policy.
- Provide high-level secretariat support for meetings and forums.
- Undertake complex research and provide high-level project support.
- 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.
- Management and leadership of the Bamaga Administration personnel.
- This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Location:

Bamaga, Northern Peninsula Area QLD

Remuneration:

\$95, 130.36 per annum plus superannuation

Benefits:

- Fulltime 3 Year contract

- 38 hours per week position
- 5 Weeks Annual Leave
- 12-15 Days sick leave per annum
- Long Service Leave

Who to Contact:

Kawia Sunai, Human Resources Advisor on 07 40486600 or hrdepartment@nparc.qld.gov.au

How to Apply:

Before applying, please read the position description to complete the application. Your application should have detailed responses to the questions which relate to the selection criteria within the role description and submit your application to hrdepartment@nparc.qld.gov.au a copy of the following:

1. Cover Letter and Resume
2. The responses to the selection criteria outline below to address in your cover letter are:

Selection Criteria

Essential:

1. Diploma in Business related field or 3 years minimum equivalent experience
2. Demonstrated relevant experience in providing high level administration support at an Executive level to multiple people
3. Accurate and efficient typing skills with experience using Microsoft Office suite in particular Word, Excel and presentation software.
4. Ability to maintain the highest confidentiality, manage calendars and assist in organising and coordinating meetings and executive support to Council Elected members and Executive Management members.
5. High level demonstrated experience in being able to prioritise work load during high demanding periods.
6. Demonstrated ability to manage a small team of administration staff.
7. Proven skills in organising maintain relevant documentation particularly electronically for general business operations, meeting including agendas and minutes.
8. Demonstrate excellent communication and interpersonal skills
9. Demonstrate commitment to Council values and experience in enhancing workplace culture and activities.
10. Hold current drivers' licence and willing to undertake national police check

Desirable

1. Experience working in a similar role or in a Local Government.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Wednesday, 18 August 2021, 12pm