



Northern Peninsula Area Regional Council

Employment opportunity Executive Assistant

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking an experienced **Executive Assistant** to join the Executive Team.

To assist the Senior Executive Assistant with confidential executive support to the Chief Executive Officer, Elected Members and Executive Management Team. The role is critical in supporting the overall coordination of corporate governance and general administration by providing high level of administrative and executive support under the guidance of the Senior Executive Assistant. To provide secretariat functions for Council-led stakeholder groups.

In this role you will have the opportunity to:

- Assist 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. This includes all associated photocopying, scanning, and emailing of documents
- Support in the development of a media release following each Council Meeting
- Maintain Resolution register after each council meeting
- Assist all Council Meeting requirements including set up and pack up, catering, advertising for special meetings, IT, and tape-recording provisions.
- Co-ordinate agendas, catering requirement, minutes, and associated reports as necessary to support meetings of the office and Council including Monthly Managers Meetings and All Staff Meetings
- Provide backup secretarial assistance to the Senior Executive Assistant and Team and other areas of Council when required
- Provide minute-taking functions at sub-committees of the Council
- Provide minute-taking functions at Council Trustee Meetings
- Provide secretariat functions for the Community Safety Plan Working Group
- Support the Executive Assistant / Office Manager with secretariat functions for the Local Disaster Management Group

- Oversee and coordinate the office of the Chief Executive Officer, including managing and prioritising of work.
- Deliver high-level and confidential executive administrative support to the CEO and the Mayor (by providing an efficient, effective, timely and well-coordinated service. Including responding to personal, telephone and electronic enquiries, scheduling appointments, organising meetings and venues, etc.
- Ensure formal meetings of Council are organized to meet the needs of Councillors, Executive and the public
- Ensure meetings with Councillors by external parties such as Ministers, MPs and other visitors are organized and supported.
- Ability to use advanced verbal and written communication skills to effectively deal with complex issues in a sensitive and confidential environment, including the ability to interact with stakeholders at all levels
- Co-ordinate the day-to-day activities of the Chief Executive Officer and Mayor including diary management, preparation of documents (draft correspondence), collating support material for meetings, managing 'to-do' lists, coordination of site visits, filing of records, etc.
- Organise travel and arrange finances including reconciliation and maintenance of all travel and credit card accounts in line with Council policy for the Mayor, Councillors CEO and Staff.
- Maintain Cab Charge Register
- Actively promote positive relations with all internal and external customers of Council.
- Actively contribute to a high-performance culture where accountability, innovation, change, and excellence is valued.

In return for your valued contribution, you will be rewarded with:

- Permanent Full-time
- \$58,397 - \$80,282 per annum, plus superannuation
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

1. Diploma/Certificate in a business-related field or 3 years minimum experience in a similar position
2. Demonstrated relevant experience in providing a full suite of high-level confidential executive support services in a busy office environment
3. Accurate and efficient word processing skills with experience using Microsoft Office in particular Word, Excel, PowerPoint, or similar
4. Demonstrated ability to manage, supervise and coordinate general administrative office and customer service staff.
5. Demonstrated high level interpersonal, communication and customer service skills as well as the ability to negotiate for outcomes when dealing with competing priorities
6. Demonstrated commitment to equal employment opportunity, anti-discrimination, cultural diversity, workplace safety and quality assurance

Desirable

7. Experience working in a Local Government would be well regarded
8. Hold current 'C' class Queensland Drivers Licence is highly desirable.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 and/or 07 40486613 for more information.

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, 03 May 2023