



## NPARC POSITION DESCRIPTION

<b>Position number</b>		<b>Date of last review</b>	March 2022
<b>Position Title</b>	Executive Assistant		
<b>Classification</b>	Stream A Band 2, Level 1-4 depending on skills and qualifications		
<b>Division</b>	Executive		
<b>Section</b>	Support Services		
<b>Location</b>	Bamaga		
<b>Employment Type</b>	Permanent Full-time		
<b>Hours of Duty</b>	36.25 hours per week		
<b>Supervisor</b>	Senior Executive Assistant		
<b>Direct Reports</b>	Nil		

### 1. Organizational environment

#### **Mission:**

*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 community.*

#### **Vision:**

*With Respect and pride, we build a future for our children based on unity, equitable self-governance, education, and culture.*

#### **Responsibilities:**

The Northern Peninsula Area Regional Council (NPARC) is charged with the responsibility of ensuring a wide range of local government services are available throughout the five (5) communities of the Northern Peninsula Area including housing, curb-side collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

The NPARC must work closely with the community and funding agencies to ensure the necessary resources are available for these purposes.

### 2. Primary Objective of Position

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.

### **3. Condition of Employment**

The conditions of employment for this position are in accordance with the *NPARC Certified Agreement 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

### **4. Workplace Health and Safety Responsibilities**

The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

### **5. Key Accountabilities:**

Primary duties and responsibilities include:

- 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.

## 6. Selection criteria

### Essential:

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

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

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Chief Executive Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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