



Northern Peninsula Area Regional Council

Employment opportunity

Senior Executive Assistant

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 a **Senior Executive Assistant**, to join the Executive Team.

This position is responsible for providing 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. To provide secretariat functions for the Local Thriving Communities Board and other council-led Stakeholder Groups.

In this role you will have the opportunity to:

- *Oversee and Coordinate the Chief Executive Officer, Mayor, Deputy Mayor & Councillors including Council Meetings, Trustee Meetings 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*
- *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 and support the CEO's office operations, correspondence, services provision, the coordination of events and meeting including Council and Committee meetings*
- *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*
- *Provide high-level secretariat support for meetings and forums for the Local Thriving Communities Board*
- *Undertake complex research and provide high-level project support for the Local Thriving Communities Board*
- *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*
- *Perform secretariat functions for the Local Disaster Management Group*

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

- 3 Year Term Contract
- \$101,906 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:

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.

PERFORMANCE INDICATORS:

- As required and expected workplace attendance rate, with consistent punctuality.
- Completion of all duties in a timely and efficient manner.
- Compliant notification to supervisor in respect to work absence and leave requirements.
- Compliance with all Council policies & procedures, with high regard to Confidentiality, Code of Conduct and WH&S procedures.
- Modelled high standard of behaviour and work ethics as a Manager.
- Safe work practices developed and followed.
- Effective in building and sustaining professional relationships.
- Knowledge of physical and electronic use Council operating systems.
- Distinguishes between professional and private conduct and behaviour.
- Demonstrates flexibility to complete prioritized scheduled deadlines with importance.
- Utilizes resources to meet demand.
- High standards of work quality and behaviour.
- Workplace, Health and Safety is abided by and shared with others.
- Promotes positive behaviour to reflect NPARCs good standing within the community.

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 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 18th October 2023