



## NPARC POSITION DESCRIPTION

<b>Position number</b>		<b>Date of last review</b>	September 2023
<b>Position Title</b>	Senior Executive Assistant		
<b>Classification</b>	Stream A Band 3, Level 2 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>	Chief Executive Officer		
<b>Direct Reports</b>	Executive Assistant		

### 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 provide 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.

### 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:

- *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 in 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

## 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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