

Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 TITLE:** Executive Assistant – Chief Executive Officer
- 2.0 AWARD:** Queensland Local Government
(Stream A) Industry Award – State 2017
- 3.0 SECTION:** Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
- 4.0 CLASSIFICATION:** Level 5
- 5.0 DEPARTMENT:** Directorate
- 6.0 BRANCH:** Executive Management
- 7.0 LOCATION:** Bedourie

8.0 POSITION OBJECTIVE

Provide quality, high level executive assistance to the Chief Executive Officer managing a range of functions to establish Council directorate goals.

9.0 REQUIREMENTS OF THE POSITION

a) Skills

- Highly developed administrative and organisation skills with the ability to plan, and co-ordinate activities in the provision of efficient services
- An extensive knowledge and understanding of Local Government protocols, policies, procedures, functions and organisational structure
- Highly articulate with the ability to communicate and/or liaise at all levels while managing phone, email and calendar correspondence on behalf of the Chief Executive Officer
- Significant experience in all aspects of meeting procedures including agenda/minute processes, writing reports and developing complex documents
- High degree of confidentiality, discretion and diplomacy
- High level written and interpersonal communication skills, negotiation and consultation to provide quality service to both internal and external clients
- Time management and organisational skills in a high pressure, target-driven environment
- Experience in the Microsoft suite of products, particularly Word and Excel and the ability to become proficient in Council systems and corporate governance systems, registers and databases
- Ability to work autonomously, with limited direction prioritising work commitments to meet deadlines
- Ability to work as a team member, contribute to team outcomes and assist multiple Council Directors where required to meet Council objectives

b) Knowledge

- Comprehensive knowledge of or the ability to obtain an understanding of applicable local government policies and procedures including the Local Government Act 2009
- Workplace health and safety systems and processes
- Quality Assurance requirements and procedures

c) Experience and/or Qualifications

- Relevant qualification or demonstrated experience in similar discipline
- Minimum 2-3 years equivalent previous experience in a similar local government role
- Experience in the use of the Microsoft suite of programs
- Current Queensland C class drivers licence

10.0 KEY DUTIES / RESPONSIBILITIES

a) Executive Assistance

- Provide quality, high level executive assistance and support to the Chief Executive Officer
- Respond to the needs of the Chief Executive Officer, manage tight deadlines and competing priorities with minimal supervision
- Utilise a high level of interpersonal skills in communicating and dealing with the public and Council officers
- Manage day to day operations of the office of the Chief Executive Officer; which includes but not limited to:
 - All correspondence and reports are dealt with in a professional and well-organised manner
 - Formulate and edit communications, emails, letters, reports, presentations and other documentation maintaining strict confidentiality
 - Liaise and deal with levels of Government Members/Representatives, Agencies & Departments, local business/community groups, the public and Council officers
 - Screen telephone calls and public enquiries and determine incoming correspondence; analyse, monitor and/or re-direct to the appropriate officer within the organisation
 - Management of calendar to coordinate and arrange meetings and appointments
 - Manage incoming/outgoing emails & correspondence
 - Organise registration, travel and accommodation requirements
 - Undertake research and gathering of information, assemble and analyse data in preparation for reports and projects
 - Undertake special projects and tasks as allocated
- Manage and prepare agendas and record, transcribe, and distribute minutes of meetings
- Coordinate and oversee a range of activities related to functions and meetings including food/refreshments and equipment requirements
- Prepare and compile documentation for council meetings, minutes, reports and any other required duties for Council meetings and/or functions and events
- Assist other Council Directors and oversee subordinates with ad-hoc tasks/projects as requested
- Ensure administration tasks are completed in a timely manner and records are maintained
- Communicate, solve and resolve complex issues exercising initiative and judgement where practices and direction is not clearly defined
- Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff
- Comply with all Councils policies including but not limited to the, Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy and Quality Assurance System
- Work reasonable additional hours and/or outside normal hours as required
- Perform other Council work within your capabilities as directed

b) Workplace Health and Safety

- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time

c) Quality Management

- Ensure obligations and responsibilities are met within Council's quality management framework

d) Risk Management

- Comply with Council's Risk Management Policy and Framework
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework
- Undertake and participate in risk management training as required

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

11.0 KEY SELECTION CRITERIA

1. Demonstrated experience in an executive assistant position within local government or equivalent experience in a similar role
2. Demonstrated experience in calendar/diary and email management
3. Ability to maintain confidentiality and work with information of a sensitive nature
4. Demonstrated ability to undertake research and draft high level correspondence and reports
5. Proven experience, initiative and motivation to take on responsibilities and the ability to plan, solve problems and prioritise own workload and workload of subordinates with minimal supervision in a complex and dynamic environment
6. Demonstrated ability to work under limited supervision and implement appropriate operational methods to establish suitable outcomes
7. Strong attention to detail, analytical skills and ability to methodically problem solve
8. Excellent verbal, written, interpersonal and negotiation skills with proven ability to effectively communicate and liaise with all levels of internal and external customers
9. Knowledge of the Local Government Act and the legislative framework within which Council operates
10. Experience in the Microsoft suite of products, particularly Word and Excel and the ability to become proficient in Council systems and corporate governance systems, registers and databases
11. Comply with all Councils policies including but not limited to the, Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy and Quality Assurance System

12.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK							
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>	
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>	
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION				
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 150kgs				
SPECIFIC ACTIONS REQUIRED This job may include:				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
Standing/Walking		Sitting		Driving			
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Hearing	<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs			Simple Grasping	<input type="checkbox"/>

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

13.0 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Qualification	Pathway	Pathway Professional Development
Relevant tertiary qualification in business management	This position has the potential to progress to a Supervisory / Coordinator level	Further tertiary qualifications in business management or equivalent discipline

14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Chief Executive Officer

Direct Reports: Assigned administration staff (where applicable)

Internal Liaisons: All Council Departments

External Liaisons: Federal, State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public

15.0 EXTENT OF AUTHORITY

As per Council's delegation register

16.0 APPROVALS

Reviewed and approved by: Director of Corporate Services

Signed: _____

Date: ____/____/____

Print name: _____

I have read and understood this Position Description and accept the objectives and responsibilities of this position.

Signed: _____

Date: ____/____/____

Print name: _____
