



POSITION DESCRIPTION

Executive Assistant

Incumbent:	VACANT
Department:	Office of the CEO
Reports to:	Chief Executive Officer
Employment Status:	Permanent Full Time
Award Classification:	Band 5
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

Position Summary

The Executive Assistant provides high-level, confidential administrative support to the CEO and Council, enabling the Office of the CEO to operate efficiently and professionally and contribute to the achievement of Council's strategic goals and objectives.

Key Responsibilities

- Provide high-level, confidential administrative support to the CEO, Mayor and Councillors, including the preparation and coordination of reports, presentations, briefing materials, correspondence and other documents, ensuring accuracy, timeliness and appropriate follow-up.
- Plan, prioritise and coordinate competing activities within established objectives and timeframes, including:
 - Manage the CEO's diary and coordinate meetings, ensuring priorities are balanced and briefing materials are prepared for engagements.
 - Coordinate travel, accommodation and official engagements for the CEO and elected members, resolving logistical requirements within established procedures.
 - Coordinate the preparation and distribution of agendas, minutes, meeting papers and supporting documentation for Council and Committee meetings, ensuring compliance with legislative and governance requirements.
 - Maintain oversight of matters entering and leaving the Office of the CEO, monitoring actions, identifying emerging issues and responding or referring enquiries as appropriate.
- Exercise discretion and sound judgement in handling sensitive and confidential information, maintaining secure administrative processes that protect Council's interests and reputation.
- Provide project administration and coordination support for small-scale projects and funding agreements, including maintaining records, monitoring milestones and preparing progress information.
- Develop and maintain effective working relationships with internal and external stakeholders, including government agencies, community representatives and businesses, providing accurate information and professional representation of the Office of the CEO within delegated authority.
- Support the effective operation of the CEO's Office by coordinating information, monitoring commitments and facilitating the timely progression of actions and Council decisions.
- In collaboration with relevant staff, develop, review and improve administrative procedures, templates and documents to support continuous improvement and efficient business practices.
- Maintain regular attendance and actively participate in performance review, feedback, coaching and development discussions to support accountability, continuous improvement and the achievement of role expectations.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.



POSITION DESCRIPTION

- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Accountable for the provision of high-quality, professional executive support and advice to the Office of the CEO, Mayor and Councillors, ensuring work is delivered accurately, efficiently and within required timeframes.
- Exercises discretion within established policies, procedures and priorities, with decisions and actions having a direct impact on the effectiveness of the CEO's office, the timely delivery of Council business, and the organisation's reputation.

Judgement & Decision Making

- Exercises sound judgement, initiative and discretion in managing sensitive, complex and confidential matters, including prioritising competing demands and determining appropriate responses to enquiries.
- The role requires problem-solving within defined objectives, including identifying issues, selecting from established options, and applying professional knowledge and experience to support timely and effective outcomes.
- Guidance and advice are generally available however the incumbent is expected to work with a degree of autonomy and make decisions within delegated authority.

Specialist Knowledge & Skills

- Well-developed administrative and executive support skills, with the ability to manage complex workflow, prepare high-quality documentation and maintain accuracy under pressure.
- Demonstrated understanding of the role and functions of the CEO, Mayor and Councillors within the broader organisational and political context of local government.
- Ability to apply knowledge of relevant Council policies, procedures, legislative requirements and governance processes to support the efficient operation of the Office of the CEO.
- Well-developed project coordination skills and the ability to work across multiple priorities with limited supervision.
- High level computer literacy and proficiency in using contemporary office systems, software and technology.

Management Skills

- Ability to manage time, prioritise competing demands and organise workload to achieve set timeframes, statutory obligations and client expectations.
- Ability to plan and coordinate multiple tasks concurrently, anticipate work requirements, and contribute to the efficient operation of the CEO's office.

Interpersonal Skills

- Highly developed interpersonal and communication skills with the ability to work effectively with internal and external stakeholders at all levels, including the CEO, Mayor, Councillors, employees, community members and external agencies.
- Ability to gain co-operation and assistance from others, manage sensitive interactions with diplomacy and represent the CEO professionally as required.
- Ability to prepare clear, concise and professional reports, correspondence and briefing materials tailored to different audiences.



POSITION DESCRIPTION

- Ability to build productive working relationships and contribute to a customer-focused, collaborative and responsive work environment.

Qualifications & Experience

- Business Administration qualifications relevant to the position, or an equivalent combination of relevant tertiary study and substantial experience in executive support.
- Significant experience in providing autonomous, high-level executive support in a customer-focused environment, with demonstrated judgement, initiative, confidentiality and the ability to manage competing priorities.
- Experience working in local government or a similar complex organisational environment would be highly regarded.
- A current vehicle licence would be beneficial.

Key Selection Criteria

1. Demonstrated experience providing high-level administrative and executive support, including diary management, meeting coordination, preparation of correspondence, reports and briefing materials, and the management of competing priorities in a complex environment.
2. Highly developed organisational and time management skills, with the ability to exercise initiative, coordinate multiple tasks, meet deadlines and maintain a high level of accuracy and attention to detail.
3. Proven ability to exercise discretion, sound judgement and confidentiality when dealing with sensitive information, complex enquiries and matters requiring a professional and diplomatic approach.
4. Well-developed communication and interpersonal skills, including the ability to establish and maintain effective relationships with elected members, senior leaders, staff, government agencies, community members and other stakeholders.
5. Demonstrated ability to provide high-quality customer service and stakeholder support, including responding to enquiries, coordinating information and facilitating the timely progression of actions and commitments.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the CEO		