

# KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



KATHERINE  
TOWN COUNCIL

1. POSITION INFORMATION			
POSITION TITLE:	Executive Assistant Governance	REPORTS TO:	Manager Governance and Risk
POSITION LEVEL:	Level 5	FINANCIAL DELEGATION	\$2000
DEPARTMENT:	Governance	BUSINESS UNIT:	Governance
REVIEWED BY:	Human Resources	REVIEW DATE:	October 2024
APPROVAL DATE:	October 2022	APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position is responsible for providing executive level support and coordination for the Mayor, Councillors and the Chief Executive Officer. This position performs a full range of secretarial and administrative support functions, including but not limited to prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and effective administration of the executive team. The role also manages incoming grants, ensuring that Council's obligations are met.</p>			
3. POSITION'S KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> <li>1. Provide confidential administrative and secretarial support to the Chief Executive Officer, Mayor and Councillors, ensuring the incumbent maintains a high level of awareness of matters coming into and out of the Chief Executive Officer's office to effectively respond to enquiries and exercise sound judgement on the manner of response.</li> <li>2. Diary management and scheduling for CEO and Mayor. Monitoring and administration of email inboxes, general correspondence and incoming phone calls.</li> <li>3. Manage travel arrangements, including relevant allowances and acquittals for CEO Mayor and Councillors.</li> <li>4. Assist with Council Meetings and selected Management Committee meetings including, preparation and distribution of agendas, minute taking, management of confidential items and coordination of follow up actions. Utilise equipment to facilitate room bookings, enable video and teleconferences and organise catering.</li> <li>5. Assist in developing Council and Committee agendas and meetings to ensure they are in accordance with legislative requirements, established standards and procedures.</li> <li>6. Comply with statutory obligations of the Northern Territory <i>Local Government Act</i> and Regulations in relation to matters pertaining the Chief Executive Officer, Mayor and Councillors' activities. Undertake administrative duties for Council elections.</li> <li>7. Assist with the development of the governance and leadership capacity of Elected Members and Council management.</li> <li>8. Administration of incoming grants to Council including compilation and/or writing grant applications, reporting on progress against grant requirements and grant acquittals.</li> <li>9. Write standard reports and participate in the creation of Council's Annual and Municipal reports.</li> <li>10. Assist with requests for information from internal and external stakeholders and provide a professional first point of contact for the Chief Executive Officer, Mayor and Councillors.</li> <li>11. Use Council's Electronic Record Management System (ERMS) to effectively and efficiently store records and information and ensure records are kept according to disposal schedules.</li> <li>12. Work in conjunction with other Council employees to deliver excellent services to the Katherine Community, share ideas and resources, collaborate, cooperate and foster happy working relations.</li> <li>13. Other responsibilities as directed by the CEO or Manager Governance and Risk at level.</li> </ol>			
4. ORGANISATIONAL RESPONSIBILITIES			
<ol style="list-style-type: none"> <li>1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace. Ensure all</li> </ol>			

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	<ul style="list-style-type: none"> <li>• High level of accuracy and have exceptional attention to detail with executive level matters.</li> <li>• High degree of professionalism and ability to maintain confidentiality;</li> <li>• Minimum experience of 2 years in similar or related role.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Tertiary qualification in business administration or other related field.</li> <li>• Experience in Local Government</li> </ul>
<b>15. ACKNOWLEDGMENTS</b>	
Employee:	Date:
Manager/HR: <i>[Signature]</i>	Date: 9.1.25