

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



KATHERINE
TOWN COUNCIL

1. POSITION INFORMATION			
POSITION TITLE:	Executive Assistant	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"> 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. 2. Diary management and scheduling for CEO and Mayor. Monitoring and administration of email inboxes, general correspondence and incoming phone calls. 3. Manage travel arrangements, including relevant allowances and acquittals for CEO Mayor and Councillors. 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. 5. Assist in developing Council and Committee agendas and meetings to ensure they are in accordance with legislative requirements, established standards and procedures. 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. 7. Assist with the development of the governance and leadership capacity of Elected Members and Council management. 8. Administration of incoming grants to Council including compilation and/or writing grant applications, reporting on progress against grant requirements and grant acquittals. 9. Write standard reports and participate in the creation of Council's Annual and Municipal reports. 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. 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. 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. 13. Other responsibilities as directed by the CEO or Manager Governance and Risk at level. 			
4. ORGANISATIONAL RESPONSIBILITIES			
<ol style="list-style-type: none"> 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 			

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<p>works that are undertaken, both by self and Depot staff, are done in a safe and practical manner. Ensure necessary Personal Protective Equipment (PPE) are always being worn.</p> <ol style="list-style-type: none"> 2. To be responsible for ensuring own safety and health and that of other people in the workplace. 3. Develop and assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster; 4. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs; 5. Foster sustainable, honest relationships with the community and stakeholders 6. Perform and deliver results that align with organisations strategic direction and serve our community; 7. Work in accordance with Council’s Vision and Mission statement. 	
<p>5. Level of Responsibility</p>	
<p>Authority & Accountability</p>	<p>The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.</p>
<p>Judgment & Problem Solving</p>	<p>Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations.</p>
<p>Specialist Knowledge & Skills</p>	<p>Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on the job training.</p>
<p>Management Skills</p>	<p>May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes.</p>
<p>Interpersonal Skills</p>	<p>Persuasive communications skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.</p>
<p>Qualifications & Experience</p>	<p>Require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include:(a) post-trade certificate and/or other post-secondary qualification below diploma or degree; or(b) extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.</p>
<p>14. SELECTION CRITERIA</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Current ‘C’ Class Drivers Licence. • Exceptional organisational skills with a passion for planning, organising and prioritising administrative tasks and systems to meet deadlines. • Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders. • Knowledge of and capacity to efficiently develop and implement ICT and organisational systems. • Exceptional written and verbal communications skills, with the ability to communicate, understand and interpret information to delivery exceptional outcomes. • Ability to understand various legislations, statutory obligation and Council policies in order to make informed decisions. • Ability to accurately record meetings and write standardised meeting minutes, documents and agendas on behalf of the CEO. • Have a high degree of coordination, organisational skills and critical thinking capabilities.

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