

# KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Executive Assistant and Governance	REPORTS TO:	CEO
POSITION LEVEL:	Level 5-6	FINANCIAL DELEGATION	\$5,000.00
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 reports directly to the Chief Executive Officer and 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. This position ensures appropriate systems of corporate governance are operating effectively, and develop and administer systems to ensure Council meets its legal obligations in respect to governance requirements with the Local Government Act 2020.</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. Coordinate 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>3. Develop Council and Committee agendas and meetings to ensure they are in accordance with legislative requirements, established standards and procedures.</li> <li>4. Ensure statutory obligations of the Northern Territory <i>Local Government Act</i> and Regulations are met in relation to matters pertaining the Chief Executive Officer, Mayor and Councillors' activities. Undertake administrative duties for Council elections, ensuring compliance with the Northern Territory <i>Local Government Act</i>.</li> <li>5. Manage multiple complex diaries, scheduling and negotiating appointments, as well as organising associated supporting documentation.</li> <li>6. Manage travel arrangements, including travel allowances, travel acquittals, bookings and other related matters for Chief Executive Officer, Mayor, and Councillors</li> <li>7. Assist with the development of the governance and leadership capacity of Elected Members and Council management.</li> <li>8. Write standard and non-standard reports and participate in the creation of Council's Annual and Municipal reports.</li> <li>9. Coordinate 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>10. 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>11. 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>12. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities, or instructed by the CEO, or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.</li> </ol>			

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## 4. ORGANISATIONAL RESPONSIBILITIES

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 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.
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.

## 5. Level of Responsibility

Authority & Accountability	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.
Judgment & Problem Solving	Judgment and problem-solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.
Specialist Knowledge & Skills	Employee has advanced knowledge and skills in a number of areas where analysis of complex options is involved.
Management Skills	May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes. Positions may lead large groups of employees at the 'work face'.
Interpersonal Skills	Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.
Qualifications & Experience	Required 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: <b>(a)</b> post-trade certificate and/or other post-secondary qualification below diploma or degree; or <b>(b)</b> extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.

## 13. SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> <li>• Current 'C' Class Drivers Licence.</li> <li>• Exceptional organisational skills with a passion for planning, organising and prioritising administrative tasks and systems to meet deadlines.</li> <li>• Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders.</li> <li>• Knowledge of and capacity to efficiently develop and implement ICT and organisational systems.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Exceptional written and verbal communications skills, with the ability to communicate, understand and interpret information to delivery exceptional outcomes.</li> <li>• Ability to understand various legislations, statutory obligation and Council policies in order to make informed decisions.</li> <li>• Ability to accurately record meetings and write standardised meeting minutes, documents and agendas on behalf of the CEO.</li> <li>• Have a high degree of coordination, organisational skills and critical thinking capabilities.</li> <li>• High level of accuracy and have exceptional attention to detail with executive level matters.</li> <li>• Have the capacity to be able work at a high level alongside the CEO</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>14. ACKNOWLEDGMENTS</b>			
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Manager/HR:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 40%; text-align: right;">Date:</td> </tr> </table>		Date:
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