

POSITION DESCRIPTION

TITLE OF POSITION:	Executive Assistant
POSITION STATUS:	Full Time
DEPARTMENT:	Office of the Chief Executive Officer
LOCATION:	Jundah
AWARD:	Queensland Local Government Industry Award (Stream A) – State 2017
LEVEL:	3.1 -4.1

Barcoo Shire - The Heart of the Channel Country, Outback Queensland

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 61,974 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 308 and its administration centre is Jundah.

Council's vision is a professional organisation creating a better future for our community.

Council's mission is to serve our community through sustainable infrastructure and service delivery

Council's values are:

1. **Simplicity** – We will simplify things for ourselves and our community, and focus our efforts on the things that matter most.
2. **Transparency** – We will meaningfully engage with our community in our decision-making processes and in the delivery of our projects, services and infrastructure.
3. **Accountability** – We are all accountable for our actions, inactions, professionalism, performance and behaviour which will drive our culture of continuous improvement.
4. **Respect** – We will respect each other, our organisation, our community and our environment.

ABOUT YOUR ROLE

EXECUTIVE ASSISTANT

The Executive Assistant will be responsible for providing a full range of timely, professional and confidential secretarial and administrative support to both the Chief Executive Officer (CEO) and the Mayor. Ensuring documentation is accurate and compliant, enquiries and requests from the Mayor, Councillors, Executive Leadership Team and the community are handled in an efficient and professional manner.

ORGANISATIONAL RELATIONSHIPS

Reports to: Chief Executive Officer
Provides assistance and support: Under the direction of the Chief Executive Officer to the Mayor

PERFORMANCE ASSESSMENT

- Key Performance Indicators (KPIs) will be developed between the employee and the Supervisor or Manager and reviewed annually through the Performance Review Process
- This position is subject to an annual Performance Review in accordance with Council's Performance Management System; and
- Individual performance will be measured against the responsibilities outlined in the Duties Statement

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position
- Medically fit and physically capable to meet requirements of the position
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
- Prepared, if required, for Council to undertake a Criminal History Check

ESSENTIAL FOR THIS ROLE

Knowledge

- Competent ability to use the Microsoft Office suite
- Essential - knowledge of local government operations; and
- Knowledge of legislative requirements for good governance in a Local Government

Skills and ability

- Highly developed administrative and organisation skills with the ability to plan, and coordinate activities in the provision of efficient services
- An extensive knowledge and understanding of Local Government protocols, policies, procedures, functions and organisational structure or ability to become proficient with this knowledge
- 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 and Mayor
- Significant experience in all aspects of meeting procedures including agenda/minute processes, writing reports and developing complex documents
- High degree of confidentiality, judgement, initiative, 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, databases and to be the 'champion/super-user' of Infocouncil
- Ability to work autonomously, with limited direction prioritising work commitments to meet deadlines; and
- Ability to work as a team member, contribute to team outcomes and assist multiple Executive Managers where required to meet Council objectives

Experience/ Qualifications

- Essential - experience in similar role
- Desirable – Certificate in Business or similar qualification
- Current C Class driver's licences (or ability to obtain within 3 months); and
- Willing to obtain a Working with Children 'Blue Card' to work with or supervise people less than eighteen (18) years of age if required

PHYSICAL REQUIREMENT ASSESSMENT FOR THIS ROLE

PHYSICAL REQUIREMENTS									
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>			
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input checked="" 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 checked="" type="checkbox"/> YES	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs						
SPECIFIC ACTIONS REQUIRED This job may include:				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS			
Standing/Walking		Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input checked="" type="checkbox"/>	1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

DUTIES STATEMENT

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

- **Administrative Function:** Provide a high level and full range of administrative secretarial support in a timely and accurate manner with excellent attention to detail to the CEO, Mayor and Councillors.
- **Reports, Agendas, Minutes and Actions:** Preparation of reports, agendas, minutes and actions, ensuring that documents are appropriately managed and recorded and the highest level of confidentiality is maintained at all times.
 - Training and mentoring other staff to ensure back-up for using the InfoCouncil system
- **Meetings and Functions:** Effectively coordinate and organise meetings and functions, including attendance, catering and the preparation and distribution of relevant documents.
- **Financial Assistance:** Provide administrative support to the CEO and under the direction from the CEO also provide assistance to the Mayor for credit card reconciliation and business expense claims.
- **Diary Management:** Co-ordinate and manage appointments and meetings in the electronic diary to ensure the CEO and Mayor's time are efficiently managed and prioritised and critical timelines are met.
- **Stakeholder Liaison Support:** Demonstrate intuition and initiative, ensuring the CEO is adequately prepared with the relevant information required for meetings, deputations and the like.
- **Confidentiality:** Deal with highly sensitive and strictly confidential matters, and demonstrate diplomacy and discretion ensuring the highest level of confidentiality is maintained.
- **Executive Leadership Team (ELT):** Manage meetings, work tasks and priorities from the CEO to ELT, and other requests as required to facilitate completion of tasks.
- **Research:** Undertake research and provide assistance to the CEO in the development of reports on complex issues, emerging trends, policies and other strategic issues as required. Provide analysis of information as requested, demonstrating resourcefulness and the ability to work autonomously.
- **Projects:** Assist the CEO to manage and monitor complex and sensitive projects.
- **Registers:** Ensure Delegations Register from Council and CEO is maintained and Register of Interests of the CEO, Executive Staff and Councillors are current.
- **Travel:** Coordinate flight bookings and other travel arrangements
- **Public Relations:** Promote good public relations during interactions with the public by always being active, courteous and where possible helpful.
- **Data Integrity:** Ensure records are accurate and filed appropriately.

Additionally, this position may be required to conduct other duties as lawfully directed by the CEO.

WORKING FOR BARCOO SHIRE COUNCIL

RESPONSIBILITIES

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the *Local Government Regulation 2012* and the *Local Government Act 2009*; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide excellent customer services to all stakeholders in accordance with Council's Customer Service Charter.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

Work Health and Safety

Employees must:

- Actively use and promote the use of council's WHS Management System 'Skytrust';
- Actively participate in programs designed to monitor and protect the health and safety of staff in their workplace and the development of a safety culture within Council;
- Actively comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others;
- Demonstrate a zero tolerance for unsafe practices and procedures;
- Rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures; and
- Report as soon as practicable to your Supervisor/Manager - unsafe equipment, work practices or conditions - potential hazard - near misses - all injuries sustained whilst in the performance of work duties – damage to Council equipment or property.

OTHER INFORMATION

- Acquire and maintain current knowledge of the requirements and functions of employees and Council under the *Local Government Act 2009*;
- Barcoo Shire Council is an Equal Employment Opportunity employer;
- Council currently operates under the Queensland Local Government Industry Award (Stream B) – State 2017 and Barcoo Shire Council Local Government Operational Employees’ Certified Agreement 2021-2024;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature:.....

Employee Name:..... **Date:**.....

INTERIM CEO Signature:.

INTERIM CEO Name:....Edwina Marks **Date:**.....