



# POSITION VACANT

## PERSONAL ASSISTANT TO THE CEO

### ***Our Organisation***

Doomadgee Aboriginal Shire Council is a dynamic organisation committed to providing outstanding services to the local community. Everything that Council provides is underpinned by being an organisation that cares about its people and their safety, is future focused and strives to make a real difference to the community. Doomadgee is a Deed of Grant in Trust (DOGIT) Community. It is situated within the Burke Shire but is governed by the Doomadgee Aboriginal Shire Council. Doomadgee is approximately 100km North West of Burketown and 130km east of the Northern Territory Boarder.

Doomadgee Aboriginal Shire Council have two offices, one based in Doomadgee and one based in Cairns.

This position is based in the Doomadgee to facilitate the effective operation of the Office of the Chief Executive Officer by providing effective, efficient administrative and time-management support to the Chief Executive Officer, Mayor and Councillors.

This is a full-time permanent position. Generous remuneration package being offered.

### ***Essential***

- High level oral and written communication skills
- Highly proficient in the use of Microsoft Office applications
- Excellent communication, organisational and time management skills
- Ability to summarise information concisely and accurately from written and verbal sources
- Ability to maintain confidentiality and work with information of a sensitive nature
- Demonstrated ability to work cooperatively and a demonstrated understanding of protocols involved in working in a community
- Must be physically capable of undertaking the duties of the position
- A current Queensland 'C' Class Driver's Licence
- Tertiary qualifications in Administration OR at least three (3) years relevant experience as a Personal Secretary/Executive Assistant

### ***Desirable***

- Knowledge of Council agenda and minutes management
- Working knowledge of local government administration
- Understanding of contemporary issues pertaining to culturally and linguistically diverse groups
- Understanding of legislation and ability interpretation of legislation
- Knowledge of management processes
- Sound knowledge of relevant State and Federal policy and legislation

***Appointment Conditions***

- Permission will be required for arrangement of Criminal History check, in line with Council policies for employment of all staff
- The position holder must be willing to adhere to Council's Code of Conduct, including complying with Occupational Health and Safety (OH&S) requirements, and follow all Council policy and procedures
- No application will be considered by those who approach Councillors and/or Staff for this role

Position Description can be obtained from our website: [www.doomadgee.qld.gov.au](http://www.doomadgee.qld.gov.au)

Written application, comprising covering letter and statement against selection criteria must be forwarded to;

Rod Richardson

Acting CEO

Email: [rod.richardson@doomadgee.qld.gov.au](mailto:rod.richardson@doomadgee.qld.gov.au)

Applications close: 24<sup>TH</sup> January 2018