



POSITION DESCRIPTION

Doomadgee Aboriginal Shire Council

POSITION NO:

TITLE : Personal Assistant to the Chief Executive Officer and Councillors
AWARD: Queensland Local Government Industry Award (Stream A) - State 2017
LEVEL: Administrative Level 4 to 5
DEPARTMENT: Office of the Chief Executive Officer
SECTION

JOB SUMMARY

This position is 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. Prepare agendas, minutes of meeting and follow up action items within required timeframes.

MAIN DUTIES & RESPONSIBILITIES

The below statements are intended to describe the general nature and level of work being performed by the incumbent of this role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

The incumbent will be responsible for, but not limited to:

-) To provide executive level administration, secretarial and project support to the Chief Executive Officer, Mayor and Councillors all whilst upholding an extreme level of confidentiality
-) Oversee and manage, in a politically sensitive environment, specific projects as identified by the Chief Executive Officer
-) Provide a high standard of administrative and project support to the Chief Executive Officer including meeting arrangements, catering, minutes and agenda preparation including compilation of meeting reports provided by executive and officers etc
-) Communicate effectively at all levels within the Council, wider Local, State and Federal Government together with agencies and stakeholders and the general public
-) Administer the Chief Executive Officer's, Mayor's and Councillor's schedules, including the arrangement of meetings with various individuals and groups
-) Receive all customer enquiries directed to the Chief Executive Officer and initiate appropriate follow up action for each
-) Sort, date, record and distribute all inwards and outwards mail in council's record management system
-) Having a detailed understanding of appropriate Council and organisation policy and procedures to ensure that timely and accurate responses are provided

- J Maintain strong professional networks with executive level administrative staff from various local and regional organisations
- J Prepare correspondence, reports and other documents and arrange appropriate distribution of relevant materials for the Chief Executive Officer and Mayor, including the undertaking of research as necessary
- J Organise travel and accommodation for the Chief Executive Officer, Mayor, Councillors, and staff in conjunction with the Procurement Manager
- J Assist the Chief Executive Officer, Mayor and Councillors and Directors in organising community events
- J Other duties as directed by the Chief Executive Officer

Council Meetings

- Preparation of agenda items for the Council meetings, including typing reports for relevant staff.
- Prepare action items arising from Council meetings, distribute to relevant officers and follow up action as required.
- Taking of minutes of Council meetings.
- Ensure attendance book at Council meetings is signed.
- Preparing correspondence arising from Council resolutions.
- Ensure that Council resolutions are bound and stored in a safe and secure environment.
- Ensure that confidential items are managed in accordance with the requirements of the Local Government Act.
- Arrange deputations to Council meetings upon request.
- Submit monthly report on action items.
- Submit monthly report of inwards correspondence.
- Acknowledge inwards correspondence as it arrives to inform the correspondent of Council's meeting date.
- Include a copy of Council's resolution with relevant outgoing correspondence for future reference.

COMPETENCIES

(a) Skills

- J High level oral and written communication skills
- J Highly proficient in the use of Microsoft Office applications
- J Understanding of legislation and ability to interpret
- J Good research skills
- J High level of time management and project management skills
- J Ability to summarise information concisely and accurately from written and verbal sources
- J Ability to maintain confidentiality and work with information of a sensitive nature
- J Excellent communication, organisational and time management skills

(b) Knowledge

- J Knowledge of Council agenda and minutes management
- J Working knowledge of local government administration

-)] Understanding of contemporary issues pertaining to culturally and linguistically diverse groups
-)] Knowledge of management processes
-)] Sound knowledge of relevant State and Federal policy and legislation

(c) Experience and/or Qualifications

-)] A current Queensland 'C' Class Driver's Licence is essential
-)] Tertiary qualifications in Administration OR at least three (3) years relevant experience as a Personal Secretary/Executive Assistant OR three (3) years Local Government experience

(d) Other Requirements

-)] A high degree of judgement and initiative
-)] An enthusiastic approach that demonstrates a pride in work performance including accuracy and timeliness of performance
-)] A flexible approach that will contribute in a positive manner to the operations of the office
-)] Understanding of cross cultural awareness and practice
-)] Compliance with all Doomadgee Aboriginal Shire Council policies including the Code of Conduct for Employees

ORGANISATIONAL RELATIONSHIPS

Reports to: Chief Executive Officer
Supervises : Nil
Stakeholders : Other DASC staff, Councillors and the community

PHYSICAL REQUIREMENTS

The physical requirements of the position could include but are not limited by the following examples.

Able to work in an office environment and carry out all duties.

PROBLEM SOLVING

Decisions are made by this position in a changing environment, which requires a high level of lateral thinking. Decisions can be challenging and difficult and require precise action.

AUTHORITY

This position has the authority to make decisions within the bounds of the daily activities directly associated with the duties, however; matters with longer-term impact should be referred to the Chief Executive Officer.

ACCOUNTABILITY

This position is accountable to the Chief Executive Officer. Accountability will be measured in terms of corporate performance indicators and Council's Operational Plan.

SELECTION CRITERIA

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
-) A willingness to be flexible and a preparedness to undertake a range of duties in the interest of getting the job done and providing good service to the community of Doomadgee
-) Demonstrated ability to work cooperatively with Aboriginal and Islander people 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 OR three (3) years Local Government experience

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

-) This is a full time permanent position
-) 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

WH&S RESPONSIBILITY AND ACCOUNTABILITY STATEMENTS

EMPLOYEES

All employees have a legal obligation to comply with statutory WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following statements apply to all employees, including permanent, part-time and casual employees.

Responsibilities include:

1. Performing all work and associated functions in a safe manner.
2. Complying with all documented WH&S policies, procedures, work instruction, and verbal instructions issued by the organisation or its officers.
3. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
4. Identifying hazards, conducting risk assessment, and taking corrective action to eliminate hazards where possible in the workplace; and/or to report hazards and risks in accordance with WH&S procedures.
5. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Doomadgee Aboriginal Shire Council property generally.
6. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses, and property damage.
7. Attending any toolbox, team talks or specific training supplied by Doomadgee Aboriginal Shire Council.
8. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
9. Working in a manner that will not endanger themselves, other employees or the general public.

Chief Executive Officer: _____

Date: _____

Employee: _____

Date: _____

Created 7 Oct 2016

Updated 5/6/2019