



<b>Position</b>	Executive Assistant
<b>Reports to</b>	General Manager
<b>Group</b>	Governance
<b>Band/Level</b>	Band 2, Level 2
<b>Grade</b>	Grade 7 – 8, Step 1-4
<b>Date revised</b>	March 2024

Council is seeking applications for the position of Executive Assistant to the General Manager and Mayor.

### **Primary Purpose**

Council requires a person who is competent at providing high level secretarial support, organising travel and meeting appointments, takes minutes of meetings, prepares agenda and utilise electronic means to distribute reports and agenda. You will routinely deal with sensitive information relating to contracts, Council business, employment, governance functions and operations.

As the public officer of the Council, you will be responsible for handling public disclosures, receipting and processing records and ensuring that the Council's publications, public documents and web page are up to date and comply with statutory requirements. You will also be responsible for compiling and publishing Council business papers and integrated reporting matters as advised by the General Manager.


To be considered for the role you would need to have qualifications and demonstrated skills in administration/secretarial studies and have worked in a similar office environment.

### **Council Values**

Council's values of honesty and integrity, mutual respect and reliance, equity and fair dealings, accountability for actions and community expectations under resource constraints guide the decisions, actions and conduct of all employees.

### **Core Accountabilities**

- Provides executive and administrative assistance to the General Manager, and Mayor.
- Comply with Brewarrina Shire Council's Code of Conduct, Policies, Procedures, and relevant legislation.
- Demonstrate and role model personal integrity, ethical practices, self-organisation and personal accountability.
- File all electronic and hard copy personnel material, in accordance with organisational manages executive schedules and calendars by arranging appointments and meetings for the General Manager and Mayor.
- Ensure business commitments are accurately and effectively organised.

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- Implements and manages systems or procedures to ensure that the General Manager and Mayor are reminded or kept informed of business commitments in a reliable and timely manner.
  - Maintains the monthly Council meeting action sheet and register and distributes it to all Mannex members once completed.
  - Answers and screens incoming customer enquiries, responding independently where possible or recording and referring enquiries to staff with the required knowledge / expertise.
  - Arranges detailed travel plans for the General Manager and Mayor, compiling documents for travel-related meetings, and accompanying the General Manager or Mayor when required.
  - Ensures that the various Council committee agendas and minutes are filed onto the General Manager's office filing system and that their personal filing cabinet with working files is kept neat and tidy and up-to-date.
  - Ensures that strict confidentiality is maintained and privacy principles are adhered to in regard to confidential meeting business and other confidential or private business dealings.






### **Essential Criteria**

- Minimum 3 years' experience in office administration or equivalent experience demonstrating the ability to provide quality administrative support to Managerial staff.
- Advanced computer skills (including word processing, spreadsheets, database, presentation software, email and internet), with a minimum typing speed of 60 wpm and 98% accuracy.
- Awareness of Local Government legislations
- Demonstrated time management skills (ability to meet deadlines, prioritise and achieve objectives).
- Demonstrate your ability to deal appropriately with sensitive and / or confidential information and apply relevant privacy principles.
- Excellent public relations and customer service skills.
- Proven written communication skills including experience preparing reports and proposals, drafting correspondence and interpreting and presenting information.
- Highly effective interpersonal oral / communication skills.
- Demonstrated negotiation and conflict resolution skills.
- Class C (Car) Drivers Licence.

### **Desirable Criteria**

- Certificate III or IV in Business Administration or equivalent experience.
- Knowledge of Local Government policies and procedures
- Qualifications in Work Health & Safety

## Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Adept

Date:

Agreed:

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Employee Name

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Employee Signature