

POSITION DESCRIPTION

EXECUTIVE SUPPORT OFFICER TO CEO AND MAYOR

Position	Executive Support Officer to CEO and Mayor
Salary	Permanent, Full Time. Total Remuneration includes base salary ranging from \$89,382.89 to \$104,304.72 plus 10.5% superannuation.
Location	Winnellie
Reports to	Chief Executive Officer

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers approx. 14,000 square kilometres, and has a population of more than 3700 residents throughout the Communities of Wadeye, Nganmarriyanga, Peppimenarti and surrounding Homelands.

A young and vibrant Council, our vision is to deliver quality services, support development opportunities (including local jobs for local people) and implement a range of strategies that will help shape a prosperous and sustainable future for the West Daly region.

The Council’s long-term goals are to:

- Provide good governance, leadership and advocacy.
- Provide local employment and strong regional economy.
- Provide high quality services within financial resources available.
- Maintain and develop Council’s assets, natural resources and country.
- Ensure strong, safe and healthy Communities that respect culture, heritage and change.

The Council’s Values are:

- Respect
- Integrity
- Honesty
- Openness
- Equality

ATTRIBUTES

- Service** Work performed is of the highest quality, innovative and solutions focused.
- Ethical** Applies the highest standards of integrity and ethical conduct.
- Attitude** Demonstrates a positive approach, appropriate behaviors, and teamwork.
- Discretion** Makes appropriate decisions, sound judgements and communicates effectively.
- Safe** Work practices performed apply and promote Work Health Safety standards.

POSITION

This position will provide a full range of executive support and high-level administrative services to the CEO and Mayor. It will also provide administrative support services to Elected Members of Council and the Executive team in the day to day business functions of Council.

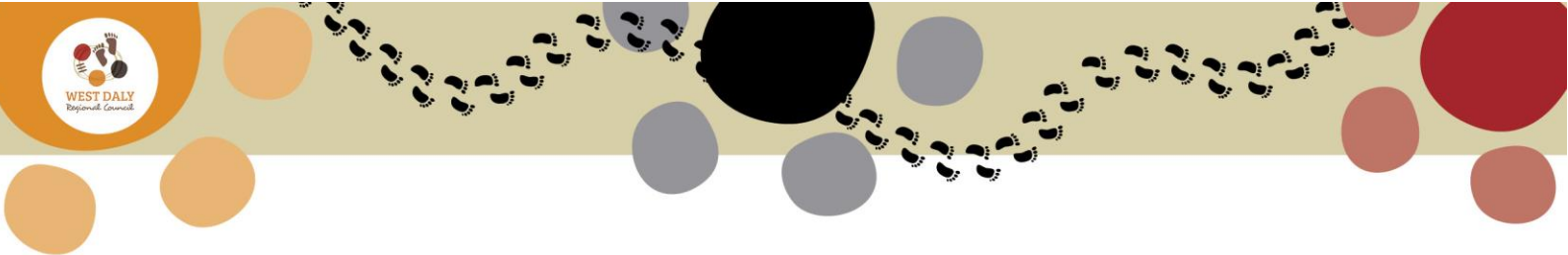
ROLE RELATIONSHIPS

Internal	External
CEO	Government and Non-Government Representatives
Mayor & Elected Members	Community Organisation Representatives
Executive Team	Consultants and Contractors
Community Services Managers	Community Members and Stakeholders
All Council Staff	Local Government Association Northern Territory
	Local Government Council CEO's and their EA's

DUTIES

Primary Tasks

- Setting priorities, managing and co-ordinating activities in an efficient and effective manner to meet deadlines, and achieve high quality results including but not limited to:
 - providing timely and effective diary management by prioritising and organising meetings with internal and external stakeholders, ensuring that the CEO is well briefed and prepared for all engagements;
 - co-ordinating travel and accommodation requirements for the CEO, Mayor and Elected Members of Council, and organising meetings, workshops, seminars and related forums as required;



- providing relief and back-up support to the Governance and Quality Assurance Officer in the preparation of formal agendas and minutes for Council/Committee meetings, and managing workshop arrangements ensuring that all documents are developed and distributed within established legislative timeframes;
 - preparing and disseminating Executive and other meeting papers and minutes on a regular basis;
 - maintaining a high level of awareness of matters coming into or out of the CEO's office to effectively respond to enquiries;
 - reviewing and recording all incoming correspondence and emails, including redirecting to appropriate parties for action and following up on the preparation of responses;
 - supporting the CEO by providing drafting, editing and formatting support of presentations, documents and reports; and
 - liaising with the Finance Department to ensure Elected Members of Council and Local Authority members are remunerated correctly.
- Providing a professional level of administrative assistance including the research and preparation of high-level reports, letters and email correspondence.
 - Maintain the CEO's confidence and protect Council by keeping information confidential and putting in place processes to manage highly confidential information.
 - Assist the CEO with time management by reading, researching and routing correspondence, drafting letters and documents, collecting and analysing information, and initiating telecommunications.
 - Develop and maintain relationships by working collaboratively, communicating effectively and providing quality customer service to stakeholders.
 - Undertake various ad hoc projects on behalf of the CEO as required from time to time.
 - Additional duties commensurate with skills and experience.

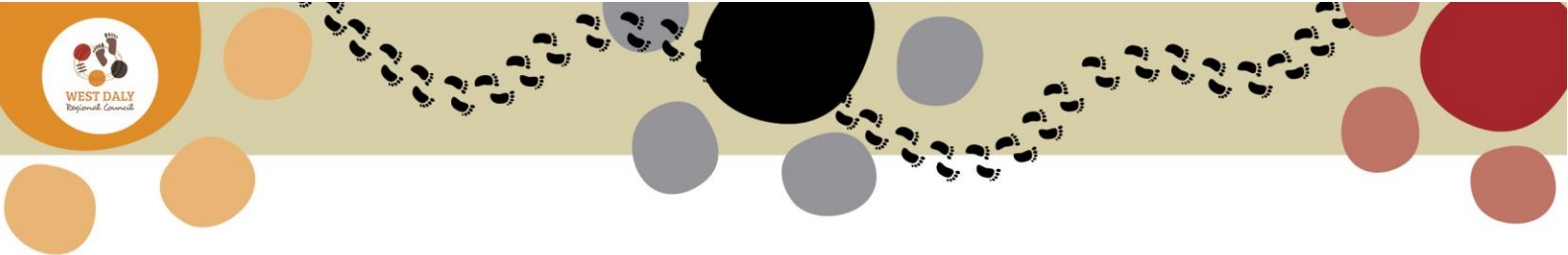
RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communication that foster positive and respectful relationships at all levels across the community, external stakeholders and WDRC team.
- Support a collaborative culture with internal and external stakeholders and motivate team members by instilling a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with Work Health and Safety legislation and Council's Work Health and Safety Policies and Procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the Health Safety & Risk Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.



General

- Comply with the councils' 'Code of Conduct' and all other Policies and Procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the CEO and/or Mayor.

SELECTION CRITERIA

Essential Qualifications & Experience

- Business administration or relevant work-related experience in a similar role.
- Experience drafting documentation such as high-level correspondence and board reports.
- Highly developed communication and interpersonal skills with demonstrable experience communicating with a range of internal and external key stakeholders.
- Demonstrated high level analytical thinking and problem-solving skill, drive and initiative, including the ability to initiate and respond effectively to and solve complex issues.
- Demonstrated high level computer skills and conversant with the Microsoft Office suite of products.
- Proven ability to develop and maintain respectful and effective workplace relationships.
- Resilient and adaptable to change.
- An ability to interact effectively and respectfully with people of diverse cultures.
- Demonstrated ability to work with initiative and minimal supervision, both independently and in a team.

Further information

Council employees subject to applicable Chief Health Officer Directions now requires employees to have received their third Covid dose (booster) by 22 April 2022 (except where a medical exemption is granted).

- This position is subject to pre-employment checks such as immunisation requirements.
- A working with children clearance notice and national criminal history clearance is required by the applicant prior to commencement. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.
- A current Northern Territory Driver's Licence is required.
- Travel to Council locations outside of Darwin is expected, with reasonable notice provided.
- Applicant must be willing to travel by light aircraft or road when required.

Knowledge, Skills & Abilities

- Exceptional interpersonal skills including the ability to persuade, negotiate and influence.
- Highly developed organisational skills with proven ability to operate calmly and efficiently under pressure, deal effectively with competing demands, produce high quality work within limited timeframes, and be adaptable to change.
- Exceptional verbal and written communication skills with a high level of attention to detail.
- Ability to liaise with a broad range of stakeholders including an ability to communicate sensitively and effectively with Indigenous people.



- Proven capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters.
- Highly proficient computer skills including experience in the Microsoft suite, internet, and e-mail.
- Ability to work autonomously and as a team member.
- Ability to use initiative and judgement combined with excellent problem-solving skills.
- Sound understanding of Work Health and Safety in the workplace.

APPROVAL

Matthew Eastham

Matthew Eastham ASM
Chief Executive Officer

Created	18 July 2022
Version	4