



## POSITION DESCRIPTION

# EXECUTIVE ASSISTANT TO CEO (and MAYOR)

<b>Position</b>	Executive Assistant to CEO (and Mayor)
<b>Classification Level</b>	Permanent, Full Time - Level 6
<b>Location</b>	Darwin
<b>Reports to</b>	Chief Executive Officer

## ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, fourteen (14) of the Council's communities are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the 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

## 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 Chief Executive Officer (CEO) and Mayor. It will also provide administrative support services to other elected members and the Executive group as required.

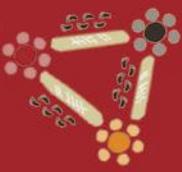
## ROLE RELATIONSHIPS

Internal	External
Chief Executive Officer	Government and non-government representatives
Mayor & Councillors	Community organisation representatives
Executive team	Consultants and businesses
Community Service Managers	Community members and stakeholders
All Council Staff	CouncilBiz
	Other NT Council CEOs and their Executive Assistants
	LGANT

## 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 and elected members, and organising meetings, workshops, seminars and related forums as required;
  - providing relief and back-up support 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 editing and formatting support of presentations, documents and reports; and
  - liaising with the Finance Department to ensure Elected Members and members of Local Authorities allowances are remunerated correctly.
- Support the CEO's pipeline development with key networking and stakeholder engagement.
- Providing a professional level of administrative assistance including the research and preparation of high-level reports, letters and email correspondence.



## DUTIES (CONT.)

- 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 communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating 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 WHS Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

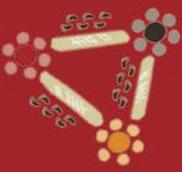
### General

- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC 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 Chief Executive Officer and/or Mayor.

## SELECTION CRITERIA

### Essential Qualifications & Experience

- Tertiary qualifications in business administration or relevant work-related experience in a similar role.
- Experience drafting documentation such as high-level correspondence and board reports.
- Demonstrable experience communicating with a range of key stakeholders.
- Highly developed communication and interpersonal skills with demonstrable experience communicating with a range of internal and external key stakeholders.



## SELECTION CRITERIA (CONT.)

- Demonstrated high level analytical thinking and problem-solving **skill, drive** and initiative, including ability to initiate and respond effectively to and solve complex issues.
- Ability to formulate effective solutions whilst providing exceptional customer service.
- Demonstrated high level computer skills and conversant with the Microsoft Office suite of products.
- Proven ability to develop and maintain effective workplace relationships.
- Resilient and adaptable to change.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.

### 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  
**Chief Executive Officer**

Dated: March 2021

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Version	1