

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

POSITION TITLE	Executive Assistant and Grants Officer
DEPARTMENT	Office of the CEO
POSITION STATUS	Permanent Full-time
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
CLASSIFICATION	Level 3 - 4
REPORTS TO	Chief Executive Officer
DELEGATIONS	As per Council's Delegation of Authority register

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust and Teamwork.**

POSITION OBJECTIVE / OVERVIEW

The Executive Assistant to the Chief Executive Officer (CEO) will be responsible for providing a full range of timely confidential administrative and executive support related services to the CEO, taking a dynamic approach to administration and ensuring high quality, accurate and timely delivery of all facets of their work.

KEY ACCOUNTABILITIES / DUTIES

1. To provide executive level administration, secretarial and project support to the CEO, Mayor and Councillors all whilst upholding an extreme level of confidentiality during day to day management;
2. To oversee and manage, in a politically sensitive environment, specific projects as identified by the CEO;
3. Communicate effectively at all levels within the Council, wider Local Government, State and Federal agencies and the general public;
4. Assist in administration planning and logistics for events and conferences as directed by the CEO;
5. Provide a high standard of administrative and project support to the CEO including meeting arrangements, catering, minutes and agenda preparation including compilation of meeting reports provided by executive and officers etc;
6. Administer the CEO's, Mayor's and Councillor's schedules, including the arrangement of meeting with various individuals and groups;
7. Receive all customer enquiries directed to the CEO and initiate appropriate follow up action for each;
8. Timely preparation and publication of Council and Committee meeting agendas and minutes, ensuring that legislative requirements and deadlines are met;
9. Act as the first point of contact for the CEO in all instances and re-direct enquiries to other staff as required;
10. Distribute all inwards mail to the CEO, Mayor and Councillors;
11. Implement a system to ensure all request based inwards correspondence to the CEO, Mayor and Councillors receives immediate acknowledgement letters;

12. Having a detailed understanding of appropriate Council and organisation policy and procedures to ensure that timely and accurate responses are provided;
13. Maintain strong professional networks with Executive Level administrative staff from various local and regional organisations;
14. Liaise with other departments to secure the timely receipt of information for the compilation of reports, budget input information, corporate and operational plans;
15. Administer the Register of Statements of Interests and Delegation Register from the Quilpie Shire Council to the Chief Executive and CEO to Executives and Others;
16. Prepare purchase orders associated with the Office of the CEO;
17. Prepare correspondence, reports and other documents and arrange appropriate distribution of relevant materials for the CEO and Mayor, including the undertaking of research as necessary;
18. Monitoring of Council's style guide to ensure consistency in Council's formal correspondence through the use of templates, documents and forms to improve Council's image;
19. Preparation of documents for the CEO's signature on a daily basis;
20. Drafting responses to correspondence and Council resolutions;
21. Organise travel and accommodation for the CEO, Mayor, Councillors and Directors;
22. Assist the CEO in maintaining good communication throughout the Executive Leadership Team, Council and the entire organisation;
23. Distribute correspondence to other officers as required and ensure follow up action is completed;
24. Maintain records and sensitive documents on behalf of the CEO;
25. Provide to Records Management Officer all documents that emanate from the CEO and Mayor's offices;
26. Research, identify & maintain a register of external funding sources & opportunities that are relevant to Council's areas of operation, and/or support the growth and development of Quilpie Shire businesses & community organisations;
27. Disseminate grant information to Council Officers, Quilpie Shire businesses & community organisations and assist in preparing grant applications;
28. Report to and brief Executive Management on the availability of key external funding relevant to Council's projects to determine Council's interest to pursue the funding;
29. Facilitate preparation and lodgement of applications and submissions for grants as appropriate, and within the required timelines, and ensure excellence in the standard of grants submitted, including associated liaison and consultative processes;
30. Promote Council's successful external funding achievements;
31. Development and ongoing implementation of Council's communications strategy to ensure compliance and representation of Council in a professional and positive manner, including:
 - Corporate Publications;
 - Digital Media;
 - Newsletters;
 - Media Releases; and
 - Community engagement activities.
32. Other duties as directed by the CEO.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Proven high level administrative / secretarial support skills and experience working in a highly confidential environment;
- The ability to effectively work with, and relate to, senior Managers, Councillors and stakeholders;
- Excellent written, verbal and interpersonal communication skills, including the demonstrated ability to undertake research and write professional reports;
- A sound knowledge and understanding of administrative procedures and practices relating to Local Government;
- A developed knowledge of legislation and regulation relating to Local Government;
- Ability to take direction and work to strict timelines with changing priorities;
- Ability to manage diaries and correspondence, oversee travel arrangements and compile complex reports;
- Proficiency in the use of a range of PC based software including the Microsoft Office suite of applications, presentation and communication software together with the ability to learn new software applications;
- Demonstrated time management skills to ensure planning and prioritising of workload to meet deadlines;
- Proven skills in providing excellent customer service; and
- Current Queensland "C" Class Drivers Licence.

Desirable

- Experience within a similar role in Local Government, including an understanding of the structure and responsibilities of local, state and commonwealth government departments and agencies;
- Experience in maintaining websites and evaluating responses from social media; and
- Experience in planning and coordinating functions and meetings.

WORK ENVIRONMENT and PHYSICAL DEMANDS

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable to adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

ACKNOWLEDGEMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Print Name	
Date	/ /