



POSITION VACANT

Executive Assistant and Grants Officer

Full-time

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

\$68,739 - \$78,948 per annum plus applicable allowances

As the Executive Assistant to the CEO, the successful applicant will be responsible for providing a full range of high level, confidential administrative and executive support related services to the CEO. This diverse role is responsible for administering schedules, travel, accommodation and meetings for the CEO, Mayor and Councillors in addition to timely preparation and publication of Council and Committee meeting agendas and minutes while ensuring that legislative requirements and deadlines are met. The successful applicant will be responsible for preparing correspondence, reports and other confidential and professional documents, as well as developing and implementing Council's communication strategy (including corporate publications, digital media, newsletters, media releases and community engagement activities).

As the title suggests, the role is responsible for researching, identifying, preparing and lodging grant applications and submissions for external funding sources and opportunities that are relevant to Council's operations and/or support the growth and development of businesses and organisations within the Shire.

The successful applicant will be expected to exhibit and promote Council's corporate values, and this will be considered as part of the selection process.

Mandatory Requirements

- Proven high level administrative support skills and experience working in 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 relating to Local Government;
- A developed knowledge of legislation and regulation relating to Local Government;
- Ability to manage diaries/correspondence, oversee travel arrangements and compile complex reports;
- Proficiency in the use of a range of PC based software including Microsoft Office applications, presentation and communication software together with the ability to learn new software applications.

Desirable Requirements

- 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.

Closing Date

4:00pm on Monday 15 August 2022

How to apply

Applicants must refer to Council's website www.quilpie.qld.gov.au for details on how to apply and to view the Position Description. Applications should include an Applicant Cover Sheet, Cover Letter and Resume.

22/07/2022

Justin Hancock

(07) 4656 0500

Chief Executive Officer

www.quilpie.qld.gov.au