

## Positions Vacant

### Executive Assistant

Applications will remain open until filled

#### How to Apply

**1. Covering Letter**

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

**2. Selection Criteria**

Address the essential selection criteria listed in the position description.

**3. Resume**

Provide a resume, which includes.

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees.

**4. Submit Application**

Applications can be e-mailed to [employment@napranum.qld.gov.au](mailto:employment@napranum.qld.gov.au) or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

**Please note** applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

# Position Description

Title:	Executive Assistant – Mayor and CEO	Classification Level	Level 5 (\$67,626 - \$69,290)
Department	CEO	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	CEO	Location	Napranum
Nature of Employment	Full Time		

## PRIMARY POSITION OBJECTIVE/S

- To provide leadership, direction, support and deliver efficient, effective and compliant confidential secretarial support to the Chief Executive Officer (CEO) and Mayor;
- To ensure that all the services provided by the CEO's Office are of a high standard;
- Contribute to ensure the Napranum Aboriginal Shire Council (NASC) meets its statutory obligations in a timely manner;
- Contribute to the development, implementation, reporting and achievement of the Council's Operational Plan;
- Contribute to the effective operation of the Chief Executive Office, Governance and NASC as a whole; and
- Provide support to Council's Administration team

## JOB RESPONSIBILITIES

- Provide executive support for the CEO to focus and streamline a wide variety of increasing demands and priorities for the overall purpose of achieving Key Performance Indicators (KPI's) that have been collaboratively developed with Councillors and employees as outlined in Council's Corporate Plan.
- Actively contribute to strategic issues and long-term planning on behalf of the CEO by collaborating with all Departments in Council to progress with general business, special projects, and Council reports as they relate to delivering services to the NASC through the implementation and / or achievement of KPI's.

## SELECTION CRITERIA

### Essential experience and/or qualifications

- Demonstrated track record and extensive experience in a similar role, with strong accuracy and peer review skills;
- High level of written and verbal communication skills that result in effective and appropriate communication with a broad range of people internal and external to the Council;
- Demonstrated competence in executive level correspondence, report writing and presentations, creating minutes and agendas;
- Demonstrated ability to deal with sensitive, political and confidential duties;

**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**POSITION DESCRIPTION – EXECUTIVE ASSISTANT**



- Demonstrated ability to plan work, balance workload, achieve set goals and meet deadlines;
- Highly developed organisational skills with the ability to manage time, work output and priorities and handle a range of tasks with competing priorities;
- Demonstrated ability to work within a team environment;
- Excellent computer skills and the ability to learn new programs quickly with proven experience in the Microsoft Suite of products;
- Agree to and successfully secure a compliant Commonwealth Police Check;
- A current Class “C” Class Drivers Licence.

**Desirable**

- An appropriate TAFE Certificate or Diploma in Local Government Administration/Business Administration or similar, or progression towards completing such a qualification;
- Experience in Local Government (or similar);
- Working knowledge of structure and role of local government, including awareness of

Local Government Act 2009 and associated Regulations;

- Experience in working in a tropical climate;
- Knowledge and experience in working with Aboriginal and Torres Strait people;
- Be physically fit and healthy to be able to meet the requirements of the position.