

# Position Description

<b>POSITION TITLE</b>	Executive Assistant, Corporate and Community Services
<b>POSITION NUMBER</b>	104001
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 5
<b>POSITION TYPE</b>	Permanent Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	70% Community Services / 30% Corporate Services
<b>LOCATION/S</b>	Alice Springs
<b>SUPERVISOR</b>	Director Community Services
<b>POSITIONS SUPERVISED</b>	This position has no direct reports

## PRIMARY OBJECTIVE

The Executive Assistant is responsible for providing professional executive and administrative support to the Director of Community Services and the Director of Corporate Services to ensure the Directors are well supported to effectively carry out their duties in accordance with Central Desert Regional Council's strategic and regional plans, policies, procedures and legislation.

## KEY DUTIES AND RESPONSIBILITIES

1. Perform professional executive administrative services to the Director of Community Services and the Director of Corporate Services, including:
  - a. Providing efficient and informed telephone, email and face to face transactions;
  - b. Providing clear communication of Departmental and Director requirements, processes and systems;
  - c. Raising purchase orders and entering detailed invoice data;
  - d. Responding to general enquiries and following up on action items.
2. Organise appointments, meetings and booking of meeting rooms for internal and external stakeholder meetings.
3. Prepare agendas and papers for meeting, maintain and distribute minutes for various meetings, follow up on any action items and implement and monitor directives determined by the Directors.
4. Organise and coordinate detailed travel itineraries for business travel, training sessions and/or conferences as required including preparing Journey Management Plans and travel allowance claim forms.
5. Collate reports for meetings including but not limited to; Executive Leadership Team meetings, Council and Committee meetings.
6. Perform a variety of support services and project work on behalf of the Directors as and when directed.
7. Assist in the drafting of reports, tenders, business cases, presentations, flyers and training materials as and when directed.
8. Maintain confidential records and documentation in accordance with departmental policies, procedures and guidelines and manage and maintain the Director's paper and electronic filing systems.
9. Ensure office and common areas are professionally presented at all times; liaise with internal and external service providers where required to ensure a clean, professional and safe environment; dispose of consumables where required.
10. Be engaged in an effective and proactive health, safety and wellbeing culture.
11. Any other reasonable duties delegated by the Supervisor which are within level.

## SELECTION CRITERIA

### Essential

1. Certificate IV in a related discipline and/ or extensive knowledge and skills gained through on-the-job training.
2. Demonstrated experience in providing high-level executive support and/or administrative skills and experience gained in a dynamic office environment.
3. Excellent listening, written and verbal communication skills with the ability to effectively communicate with internal and external stakeholders from a range of cultural backgrounds.
4. Demonstrated experience in data analysis with the ability to prepare detailed reports.
5. Strong attention to detail with an emphasis on accuracy, reporting and ensuring compliance.
6. Demonstrated superior time management skills with the ability to be adaptable and manage competing and changing priorities, requests and deadlines.
7. Demonstrated ability and experience in the effective use of relevant computer software packages, including word processing, spreadsheets, email and powerpoint.
8. Comprehensive decision-making skills with the ability to enforce policy, ensure procedural compliance, and maintain confidentiality.
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Acceptable police check.

### Desirable

1. Experience in Local Government
2. Current C Class Licence
3. Ochre Card