

POSITION TITLE	Executive Administration Officer
DEPARTMENT	Office of the CEO
GROUP	Executive Support
LOCATION	Mareeba
CLASSIFICATION / LEVEL	Level 1
REPORTS TO	Senior Executive Support Officer

Department Summary

The Office of the CEO is responsible for providing the strategic leadership of Council by working with the Mayor, elected Councillors and the Executive Management Team (EMT) to establish, implement and oversee the long-term goals, strategies, plans and policies of Council.

Group functions include:

- Executive, Mayoral & Councillor Support
- Corporate Communications & Events

Position Summary

The Executive Administration Officer provides administrative support to the Senior Executive Support Officer to deliver high-level executive assistance to the Mayor, Councillors and Executive Management to efficiently and effectively coordinate their day-to-day administration needs.

Key Responsibilities

- Provide administrative support to the Mayor, Councillors and Executive as required
- Assist with monitoring the Mayor's appointments, calendar and phone calls
- Assist with monitoring the Mayor's correspondence and emails and register and distribute as required
- Assist with coordinating functions, events and civic ceremonies as required
- Assist with coordinating and organising registrations, travel arrangements and accommodation for the Mayor and Councillors to attend conferences, workshops, meetings and seminars
- Arrange catering and facility preparation for Council meetings and other functions
- Complete routine administration duties such as raising purchase orders, registering correspondence, printing and copying
- Assist the Senior Executive Support Officer in the execution of required duties
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Good communication, interpersonal and public relations skills to enable professional interaction with a range of people including senior management and other staff, Councillors, the public, dignitaries and representatives from other organisations
- Good organisational skills with the ability to exercise judgement in the planning of work to ensure priority tasks are completed in a timely manner

- Solid computer and keyboard skills
- Familiarity and experience with Microsoft Office software applications
- Knowledge, or the ability to rapidly acquire knowledge, in the the use of electronic records management systems and other relevant software programs to allow creation/capture of internally produced documents
- Good knowledge of the local community, organisational structure and the functions of Local Government to enable the efficient handling of enquiries and requests for information from both external and internal customers is desirable

Qualifications and Experience

Essential (Mandatory for the Position)

- Previous experience working in an administration position in a large organisation
- Demonstrated ability to maintain confidentiality and exercise discretion at all times
- Demonstrated ability to communicate, verbally and written in a range of situations
- Accurate and competent use of technology including Microsoft Office suite of programs
- Current Queensland C Class driver's licence

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to this position.

I have read and understand the above position description and WHS Responsibility Statement S3					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 28 July 2022