

Position Vacant

Job Title: **Executive Assistant**
Work type: Full time position
Department: Executive
Pay range: \$90,000.00 per annum + allowances

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

Reporting to the Chief Executive Officer, the Executive Assistant facilitates the effective operation of the Office of the Chief Executive Officer by providing effective, efficient administrative and time-management support to the Chief Executive Officer, Mayor and Councillors.

Key Accountabilities

- To provide executive level administration, secretarial and project support to the Chief Executive Officer, Mayor and Councillors whilst upholding an extreme level of confidentiality during day to day management.
- To oversee and manage, in a politically sensitive environment, specific projects as identified by the Chief Executive Officer.
- Communicate effectively at all levels within the Council, wider Local Government, State and Federal agencies and the general public.
- Assist in administration planning and logistics for events and conferences as directed by the Chief Executive Officer.
- Provide a high standard of administrative and project support to the Chief Executive Officer including meeting arrangements, catering, minutes and agenda preparation including compilation of meeting reports provided by executive and officers etc.
- Administer the Chief Executive Officer's, Mayor's and Councillor's schedules, including the arrangement of meeting with various individuals and groups.
- Receive all customer enquiries directed to the Chief Executive Officer and initiate appropriate follow up action for each.

- Administer and maintain Minute Books from statutory Council Meetings.
- Act as the first point of contact for the Chief Executive Officer in all instances and re-direct enquiries to other staff as required.
- Implement a system to ensure all request based inwards correspondence to the CEO, Mayor and Councillors receives immediate acknowledgement letters.
- Having a detailed understanding of appropriate Council and organisation policy and procedures to ensure that timely and accurate responses are provided.
- Administer the Register of Statements of Interests and Delegation Register from the Aurukun Shire Council to the Chief Executive and Chief Executive Officer to Executives and Others.
- Prepare correspondence, reports and other documents and arrange appropriate distribution of relevant materials for the Chief Executive Officer and Mayor, including the undertaking of research as necessary.
- Drafting responses to correspondence and Council resolutions.
- Organise travel and accommodation for the Chief Executive Officer, Mayor, Councillors and Directors.
- Assist the Chief Executive Officer in maintaining good communication throughout the Senior Executive Team, Aurukun Shire Council Media Officer, the Aurukun Shire Council and the entire organisation.
- Maintain Aurukun Directory list, Aurukun external and community email groups and Aurukun Council Staff Contact list.

Qualifications, Skills and Attributes

- Previous experience as a Personal Secretary/Executive Assistant.
- Working knowledge of local government administration.
- Previous experience working and living in remote Indigenous communities.
- Knowledge of agenda and minutes management.
- Ability to summarise information concisely and accurately from written and verbal sources.
- Ability to maintain confidentiality and work with information of a sensitive nature.
- Well-developed written and oral communication skills required for liaising with the Chief Executive Officer, Councillors, Council staff and members of the public.
- Above average computer skills and be highly proficient in the use of Microsoft Office applications.
- Excellent communication, organisational and time management skills.
- Provide a positive, proactive and motivated attitude with attention to detail while exercising a high degree of judgement and initiative.

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$90,000 per annum plus superannuation and allowances. Some overtime at penalty rates may be available
- Subsidised accommodation provided
- 5 weeks annual leave, 8 Days Isolation Leave per year
- 2 return flights per year to Cairns from Aurukun in accordance with

Council policy

- Relocation expenses in accordance with Council policy
- Access to our Employee Assistance Program (EAP)

How to apply

To apply, email a copy of your current resume and cover letter of no more than 1 page in length to hrmanager@aurukun.qld.gov.au

Applications close 4pm Friday 28 March 2025.

Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au