

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

### Executive Assistant

<b>Division</b>	CEO Office	<b>Department</b>	Economic Development
<b>Reports To</b>	Chief Economic Development Officer	<b>Direct Reports</b>	No

### Position Purpose

This position will provide high level administrative, project and professional support to the Chief Economic Development Officer (CEDO) and senior staff across the department.

### Key Responsibilities and Outcomes

#### Operational

- Monitor and process incoming and outgoing communication ensuring all correspondence and requests are managed professionally, timeframes are met, and follow-up actions are executed. Ensuring the CEDO is informed immediately of operational issues of an urgent, political or sensitive nature.
- Provide administrative support to the CEDO and senior staff across the department, including drafting moderately complex and routine correspondence, reports and other relevant documents.
- Provide professional support, expert advice and assistance in relation to business issues, initiatives and proposals to contribute to the achievement of the goals and objectives of the department.
- Research and investigate a range of issues arising from staff, resident and/or stakeholder enquiries to assist the formulation of appropriate responses in accordance with relevant legislation and Council procedures, policies and directives.
- Management, monitoring and lodgement of all Reports and Council Briefings ensuring correct reviews and approvals are completed and timeframes are strictly adhered to, to ensure documents are ready to meet necessary deadlines.
- Track and follow up Council Meetings, Briefing Sessions, Audit Committee and EMT meeting outcomes and Mayoral requests to ensure these are completed in the future and all actions accounted for.
- Assist in the management of the CEDO's electronic diary by scheduling and prioritising appointments having regard to the CEDO's corporate responsibilities. Effectively organise and supervise meetings/functions and arrange conferences, seminars and workshops for the department.
- Communicate with the Department in various mediums to keep staff well informed of the CEDO and department's important messages, ideas, newflashes and vital information.
- Prepare and deliver purchase orders, manage reconciliation of corporate credit card and process financial claims for the CEDO as required.
- Prioritise and monitor workload for the CEDO and senior staff across the department ensuring all requests are managed professionally, timeframes are met, and follow-up actions are executed.
- Maintain confidentiality and exercise diplomacy in dealing with issues of a sensitive or political nature.
- Other project work in support of the delivery of the Regional Economic Development Strategy as determined by the CEDO.
- Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence effectively address any staffing issues, communicating regularly with the teams and building commitment to service performance improvement where required.
- Liaise with Councillors, officers, community representatives, business groups, State and Federal MP's officers and members of the public, using a high degree of judgement, initiative and confidentiality.

#### Values

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

### Decision Making

**Budget** - Not applicable

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

### Knowledge & Experience

- Advanced level and understanding of Microsoft Office suite of programs, particularly within Microsoft Word and Excel to draft correspondence and maintain data.
- Considerable experience in a similar role or a role requiring a similar skill set.
- Knowledge of, or ability to quickly obtain knowledge of, Council systems, policies and procedures.
- Comprehensive knowledge of administrative activities, processes, correspondence formats and styles.
- Considerable experience using a records management system.
- Strong written and verbal communication skills.
- Proactive and self-motivated in nature and understand the need to remain adaptable and flexible.
- Ability to apply critical thinking, reasoning, evaluation and decision-making skills.
- Ability to maintain confidentiality and professionalism, particularly when dealing with issues of a highly political and sensitive nature.
- Highly developed time management, work prioritisation and organisational skills, with proven ability to work with limited supervision.
- Highly developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

### Qualifications

- Certificate IV in Business Administration (desirable).

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*