

## **POSITION DESCRIPTION**

### **Doomadgee Aboriginal Shire Council**

**TITLE :** Executive Support Officer  
**AWARD:** Queensland Local Government Industry Award – Stream A – State 2017  
**LEVEL:** 7  
**DEPARTMENT:** Corporate Services

## **JOB SUMMARY**

The Executive Support Officer provides a high level of professional and confidential administrative support to the Director of Corporate Services.

## **MAIN DUTIES & RESPONSIBILITIES**

*The below statements are intended to describe the general nature and level of work being performed by the incumbent of this role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*

The incumbent will be responsible for, but not limited to:

- Maintaining appointment diaries and co-ordinating arrangements for meetings and appointments as required
- First point of contact (telephone and counter) for enquiries directed to the Director of Corporate Services.
- Planning, organising and co-ordination of meetings
- Undertake corporate travel arrangements
- Researching and drafting correspondence and reports for the Director of Corporate Services as required
- Preparing Director's Council meeting agendas and briefing papers
- Preparing agendas and taking minutes of other Council related committees (e.g. Local Disaster Management Group Committee, Audit Committee, Plant Committee etc)
- Perform when necessary customer service, counter enquiries and public assistance
- Assist staff with records management
- Administration support to Operations Manager (Engineering Department) and Community Services Manager (Corporate Services Department) as required

## **• ORGANISATIONAL RELATIONSHIPS**

- **Reports to:** Director of Corporate Services
- **Supervises:** Nil
- **Stakeholders:** Other DASC staff, Councillors and the community

## COMPETENCIES

- Certificate III in Business Administration with professional experience, knowledge and skills relevant to the position or relevant experience gained through previous appointment with knowledge and skills to undertake the activities required
- Thorough knowledge of operational methods and activities performed in the work environment
- Excellent communication (oral and written English) and interpersonal, prioritisation and organisational skills in order to achieve work proprieties and meet deadlines
- Problem solving skills to effectively resolve matters in the workplace prior to escalating
- Proven ability to maintain confidentiality and discretion when dealing with sensitive matters
- Demonstrated high level of keyboard and computer skills including sound working knowledge of the Microsoft Office Suite, and the ability to rapidly acquire knowledge of corporate and other programs
- Ability to work autonomously and in a team environment
- A current class C driver's licence
- Excellent communication, organisational and time management skills
- Understanding of cross cultural awareness and practice
- High level ability to engage positively with Aboriginal people

### Desirable:

- Previous experience working in Local Government or State Government Agencies

### Other Requirements

- Compliance with all Doomadgee Aboriginal Shire Council policies including the Code of Conduct for Employees

## PHYSICAL REQUIREMENTS

The physical requirements of the position could include but are not limited by the following examples.

Able to work in an office environment and carry out all duties.

## PROBLEM SOLVING

Decisions are made by this position in a changing environment, which requires a high level of lateral thinking. Decisions can be challenging and difficult and require precise action.

## ACCOUNTABILITY

This position is accountable to the Director of Corporate Services. Accountability will be measured in terms of corporate performance indicators and Council's Operational Plan.

## SELECTION CRITERIA

*The below statements are to be addressed as part of your application.*

1. Demonstrated relevant knowledge in a relevant field of Local/State Government operations
2. Demonstrated level knowledge of Queensland's *Local Government Act 2009* and / or the ability to access other relevant legislative requirements including providing advice to senior executive management on such matters
3. Excellent oral and written communication skills enabling interaction at all organisational levels
4. Knowledge of right to information and information privacy related matters at the decision maker level
5. Knowledge of statutory reporting related requirements
6. Demonstrated high level of keyboard and computer skills including sound working knowledge of the Microsoft Office Suite, and the ability to rapidly acquire knowledge of corporate and other programs

## WH&S RESPONSIBILITY AND ACCOUNTABILITY STATEMENTS

### EMPLOYEES

All employees have a legal obligation to comply with statutory WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

**The following statements apply to all employees, including permanent, part-time and casual employees.**

### Responsibilities include:

1. Being aware of the WH&S System
2. Performing all work and associated functions in a safe manner.
3. Complying with all documented WH&S policies, procedures, work instruction, and verbal instructions issued by the organisation or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
5. Identifying hazards, conducting risk assessment, and taking corrective action to eliminate hazards where possible in the workplace; and/or to report hazards and risks in accordance with WH&S procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Doomadgee Aboriginal Shire Council property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses, and property damage.
8. Attending any toolbox, team talks or specific training.
9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
10. Working in a manner that will not endanger themselves, other employees or the general public.

## Authorisation

Approved By: Lothar Siebert, Chief Executive Officer

Date: 01/07/2018