

EXECUTIVE ASSISTANT POSITION DESCRIPTION

Position Title	Executive Assistant
Directorate	Infrastructure Services
Department	Infrastructure Services
Position No.	50,001.00
Classification	Level Five (5) - Level Six (6)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Director Infrastructure Services
Last Review Date	September 2026

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Infrastructure Services Directorate ensures an integrated approach to the delivery of infrastructure and related services across the organisation. The Infrastructure Services Directorate is responsible for civil, engineering and core service functions including operations of Council.

POSITION SUMMARY:

The Executive Assistant position provides executive and administrative support, project management and business reporting as required to the Director Infrastructure Services.

DUTIES:

Position Accountabilities and Performance Objectives

1. Provide high-level, proactive executive support and coordination for the Director, across the Directorate's several departments and amongst other Directorates;
2. Manage communications and provide high quality customer service, maintaining effective collaboration and relationships with clients, customers, staff and stakeholders.
3. Coordinate projects and undertake research providing background information for response by the Director.
4. Ensure Directorate reporting to Council and/or the Executive Team is of a high quality and electronic file management, is consistent with and meets organisational reporting and file management/record keeping standards.
5. Work collaboratively with Infrastructure Services Directorate Managers and staff to deliver objectives in a timely and efficient manner.
6. Develop business rules, systems and streamline operations and procedures throughout the Directorate, coordinate and undertake research, consult and collaborate across the organisation, and assist in the preparation and monitoring of budgets to implement the Operational and Departmental Business Plans; Be the key liaison point between the Director and the Infrastructure Services Directorate (including departmental managers and staff), all other Directorates and with external stakeholders who have dealing with the E&I Directorate;
7. Prepare reports, correspondence, policies, procedures and guidelines on behalf of the Director, uphold the strictest confidentiality and ensure the Director is briefed on urgent and sensitive issues and escalate as appropriate in the absence of the Director;
8. Coordinate meeting agendas, reports, venues, attendees, records and minutes and attend meetings with and on behalf of the Director;
9. Provide high level administrative and financial support to the Directorate including but not limited to:
 - a. Organising meetings, catering, travel, training, and conference arrangements across the Directorate;
 - b. Prioritising the flow of information, processes and activities in the Directorate Office;
 - c. Supporting Directorate and Community events, funding, submissions and representations;
 - d. Processing and reconciliation of accounts, requisitions and purchasing cards;
 - e. Budget preparation support and coordination for managers across the Directorate;
 - f. Following up approvals, current and outstanding actions, compliance actions, meeting and governance reports across the Directorate.
10. Undertake any other functions and duties as reasonably directed within the scope of the employee's skills, competence, aptitude and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

Essential

1. A good understanding of administrative, governance, budgeting, and compliance processes within Local Government;
2. High level of written and interpersonal skill and ability to communicate, negotiate, network and consult at all levels. This includes the ability to prepare a variety of reporting documentation to support program objectives;

3. Ability to effectively collaborate, influence and motivate people across several workgroups, at various levels and from disparate backgrounds;
4. Ability to think and operate beyond standard scope of responsibility, possess strong decision-making skills, independent judgement and ability to work autonomously and prioritise tasks;
5. High level of experience in the Microsoft Office Suite.

Experience

1. Experience in an executive coordination, liaison and/or support role.
2. Experience with correspondence management, taking of minutes, controlling a diary, account reconciliation and file management.
3. High level experience and knowledge of Microsoft Office suite including an advanced level of accurate and efficient typing skills is essential.
4. Previous experience within Local Government highly preferred.

Qualifications

Mandatory – this role requires the possession of:

1. Valid Driver Licence.

Desirable –

1. Certificate III in Business Administration or significant experience (5+ years) in an Administrative, Support or Executive Support role.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		