



# Position Vacant – Executive Assistant to CEO

For full details and requirements of the role – Please refer to the Position Description

## BENEFITS AND CONDITIONS

---

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Full Time, Temporary – 12 months
- Salary cash component – Level 3- \$67,000 to \$70,000 per annum.
- Locality Allowance of \$972 per annum without dependents or \$1,945 per annum with dependents (certain criteria needs to be met to receive this)
- Optional 19-day month.
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (11.50%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13.5% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

## HOW TO APPLY

---

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

**Please quote Council reference – 24-25-004**

For further enquiries regarding this vacancy and associated selection process, please contact Mrs Debbie Green on 07 4620 8888.

*Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.*

**APPLICATIONS CLOSE – 5pm, Wednesday 31<sup>st</sup> July 2024**

Matthew Magin  
**CHIEF EXECUTIVE OFFICER**

# Position Description – Executive Assistant

POSITION DETAILS		
DEPARTMENT:	Office of the CEO	
POSITION:	Executive Assistant to CEO	
REPORTS TO:	Chief Executive Officer	
DIRECT REPORTS:	Nil	
PRINCIPAL LOCATION:	118 Victoria Street, St George	
POSITION PURPOSE:	The <b>Executive Assistant</b> is responsible for providing high level executive assistance to the Chief Executive Officer, Mayor and Councillors as required.	
POSITION REQUIREMENTS (Selection Criteria)		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<div>1. Cert IV Administration or other related field</div> <div>2. Current C Class open drivers licence</div>	
SKILLS	<div>3. Ability to interpret and apply policies, procedures and legislative requirements.</div> <div>4. Demonstrable analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.</div> <div>5. Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes.</div> <div>6. High level communication and negotiation skills, including the ability to communicate verbally and in writing in a clear and concise manner.</div> <div>7. Demonstrable high level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment.</div> <div>8. Demonstratable understanding of organisational and/or committee governance, including the ability to interpret and advise on complex rules arising from policy and procedures.</div> <div>9. Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with SynergySoft and Magiq would be advantageous.</div> <div>10. Ability to use technology such as video conferencing and portable handheld devices.</div>	

## Position Description – Executive Assistant

<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>11. Minimum three (3) years' relevant professional experience, in similar positions</li><li>12. Basic project management skills</li></ul>	<ul style="list-style-type: none"><li>1. Experience in a local authority.</li><li>2. Understanding of the fundamental principles of Economic Development.</li><li>3. Working knowledge of stakeholder engagement, partnerships, tourism and event management (small to medium sized events)</li></ul>
<b>OTHER</b>	<ul style="list-style-type: none"><li>13. Ability to travel as required to support Office of the CEO</li><li>14. Ability to work outside normal business hours as required in support of the Office of the CEO</li></ul>	

# Position Description – Executive Assistant

## IMMUNISATION REQUIREMENTS

The ticked boxes indicate the immunisations required for this role in accordance with the **BAL-1044 Immunisation Procedure**.

<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

## POSITION KPI's

KPI's	Action	Measurement Criteria
<b>DELIVERY</b>	<ul style="list-style-type: none"> <li>Be diligent in the delivery of assigned duties, continually looking for improvement.</li> <li>Assist with project scope, schedule, budget, and business cases and other documentation as required.</li> </ul>	<ul style="list-style-type: none"> <li>All tasks completed within agreed timeframes.</li> </ul>
<b>CLIENTS</b>	<ul style="list-style-type: none"> <li>Project and promote the professional image of Council as being efficient, courteous and customer focused.</li> </ul>	<ul style="list-style-type: none"> <li>No customer / internal complaints received.</li> </ul>
<b>ADMIN</b>	<ul style="list-style-type: none"> <li>Completion of Timesheets, Logbooks and Pre-starts as required.</li> <li>Completion of all relevant documentation.</li> <li>Undertake training as directed.</li> <li>Undertake procurement processes in-line with Council Policy.</li> <li>Prompt response to service requests.</li> <li>Policy and Procedures for area are current.</li> </ul>	<ul style="list-style-type: none"> <li>Complete on a daily basis.</li> <li>Completed in a timely manner.</li> <li>100% Completion of all required training.</li> <li>100% of Procurement meets Policy requirements.</li> <li>Service requests responded with timeframe.</li> <li>Ensure all policies and procedures in area are reviewed before expiry.</li> </ul>
<b>HEALTH + SAFETY</b>	<ul style="list-style-type: none"> <li>Strong adherence to WHS systems and processes.</li> <li>Complete relevant safety documentation and report all hazards and incidents.</li> </ul>	<ul style="list-style-type: none"> <li>Use of systems and processes evident with all WHS planning and incidents</li> <li>100% of required Health and Safety documentation is completed and hazards &amp; incidents reported in a timely manner.</li> </ul>
<b>QUALITY</b>	<ul style="list-style-type: none"> <li>Ensure tasks are complete to a high standard.</li> </ul>	<ul style="list-style-type: none"> <li>All tasks are completed to a high standard with minimal errors.</li> </ul>
<b>TEAM</b>	<ul style="list-style-type: none"> <li>Be a team player and assist proactively within your capability.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated active participation in requested tasks and involvement in team activities.</li> </ul>

## AUTHORITY/DELEGATION

Works independently, as well as in a team, within general guidelines and objectives provided by the Chief Executive Officer. This position has delegated purchasing authority in accordance with **Council's Delegation Register**.

# Position Description – Executive Assistant

## RESPONSIBILITIES

### INHERENT RESPONSIBILITIES

- To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.
- Work in a safe manner at all times and report any workplace risks.
- To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.
- Communicate all health and safety matters to supervisors where applicable.
- To be punctual and reliable.
- To report problems or difficulties encountered.
- Contribute to the Council with suggestions for improvement.
- Monitor personal qualifications and licences to ensure currency.
- All council employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.
- Communicate reliably and regularly, especially when working alone.
- Be environmentally responsible by minimising wastage without compromising safety or effectiveness.

### KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to –

#### Specialist Administration

- Provide high level executive support to the Chief Executive Officer, Mayor, and Councillors while ensuring accuracy and quality.
- Triage telephone calls for the Chief Executive Officer and Mayor and manage enquiries/requests.
- Coordinate, prioritise and monitor all correspondence for the Chief Executive Officer, and identify matters which require immediate attention. Conduct research and prepare briefing papers, speeches, presentations and all necessary documentation for the Mayor and Chief Executive Officer for scheduled meetings/appointments.
- Conduct necessary research and prepare outgoing written correspondence from the Office of the CEO.
- Manage travel schedule for Chief Executive Officer, Mayor, Councillors and Directors.
- Provide interface between Councillors, and the Community and Council Officers for the purpose of addressing issues of concern, solving problems and lodging service requests in a timely manner.
- Manage necessary arrangements for visiting delegations.
- Coordinate the induction process for a new Council and any Councillor training requirements.
- Ensure that all legal contracts, agreements and documents are properly executed, recorded and provided to the relevant parties.
- Coordinate Civic receptions, Mayoral welcomes, and other Council functions on behalf of the Chief Executive Officer and Mayor.
- Assist in the preparation of or prepare OCEO section budgets including monitoring of performance against budgets and reporting on variances.
- Assist in the preparation of or prepare OCEO section operational plans including quarterly reporting.
- Assist with delivery of key community events including organisation and/or participation in Community and Public Consultation meetings, as required.
- Research, develop and implement work systems, procedures, and processes relevant to the work area.
- Manage maintenance, storage, and disposal of Office of the CEO records in accordance with relevant policies and procedures.
- Ensure that strict confidentiality is maintained and that privacy principles are adhered to regarding the use or disclosure of all information in the Office of the CEO.
- Work as a team member to ensure cooperation and the provision of informed, coordinated and quality services to internal and external customers.
- Ability to work within relevant legislation, standards, guidelines, policies, and procedures relevant to area of responsibility and ensure that all work complies with such requirements.

## Position Description – Executive Assistant

- Relieve in other areas of Council as required including support to external boards and committees with Council commitments.
- Perform other duties within your capabilities as directed.
- Provide support to other officers within Office of the CEO team including activities associated with programmes, activities or service delivery.

### **DISASTER MANAGEMENT (?)**

- Assist the Disaster and emergency management group in development of a thorough approach to disaster management.
- Take minutes at all (situation) LDMG meetings as directed.
- Perform other functions given to the Disaster and emergency management group under this act.

### **MANAGEMENT SYSTEMS RESPONSIBILITIES**

#### **Organisational Continuous Improvement & Quality Management**

- Willingness and ability to adapt to challenge and opportunities, for example:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies.
- Willingness and ability to set the example and live by Council's values.
- Willingness and ability to advocate a positive and constructive organisational culture.
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such.
- Willingness and ability to integrate the competing demands of work, home, community, and self.
- Willingness to actively participate in all training provided.
- Willingness to occasionally camp out in other towns as work dictates.

#### **Work Health & Safety (WHS) and Risk Management**

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system.
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments.
- Undertake a vaccination risk assessment and ensure required vaccinations are completed.
- Ensure compliance with COVID Safe Plans as applicable.
- Maintain knowledge of safe work procedures in relations to maintenance and construction work.
- Report all matters beyond your authority promptly.
- Take all practical measures to ensure that your workplace is safe and without risk to health or property.

### **ADMINISTRATION RESPONSIBILITIES**

- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the CEO circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified.
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy.
- Ensure that Council Policies and manuals are fully understood and adhered to.
- Ensure that approved purchasing procedures are adhered to.
- Keep the CEO appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public.
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced.

# Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Executive Assistant to CEO		Reference Number:24-25-004	
<b>Applicant Details</b>			
Surname:		First name:	
Postal Address:			
Contact Number:		Alternate Number:	
Email Address:			
<b>Summary of Work History</b>			
<b>Current Employer:</b>		Commenced:     /     /	
Location:			
Main Duties:			
<b>Previous Employer:</b>		Commenced:     /     /	
Location:		Concluded:     /     /	
Main Duties:			
<b>Previous Employer:</b>		Commenced:     /     /	
Location:		Concluded:     /     /	
Main Duties:			

# Application for Employment

## Licences, Certificates and Qualifications

☐ C – Car      ☐ Other:

## Experience

Have you ever performed in a supervisory role?   ☐ Yes   ☐ No

*Estimated total length of experience:*

- ☐ Less than 2 years
- ☐ Between 2 years and 5 years
- ☐ Between 5 years and 10 years
- ☐ More than 10 years

*In which industry did you gain the majority of this experience?*

- ☐ Rural Industry
- ☐ Mining Industry
- ☐ Road Construction / Maintenance
- ☐ Other Construction / Maintenance
- ☐ Combination of most of the above
- ☐ Other:

## Application Questions

Do you require any special arrangements at an interview?   ☐ Yes      ☐ No

If yes, please provide details below: \_\_\_\_\_

Do you hold a current Queensland Driver's Licence?   ☐ Yes, number: \_\_\_\_\_   ☐ No

What is your current residency status?

- ☐ Australian Citizen
- ☐ New Zealand Citizen
- ☐ Resident of Australia
- ☐ Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines?   ☐ Yes      ☐ No      ☐ Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- ☐ Seek
- ☐ Facebook
- ☐ Other social media
- ☐ Other:
- ☐ Employee referral
- ☐ Newspaper
- ☐ Council website



## Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

### Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? ☐ Yes ☐ No

Applicant's Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.*