



Position Description

Executive Assistant to the CEO

Job Title	Executive Assistant to the CEO
Classification	Level 6
Work Unit	Office of the Chief Executive Officer
Responsible To	Chief Executive Officer

Primary Objective

This position will provide a full range of executive support and high-level administrative services to the Chief Executive Officer (CEO). It will also provide administrative support services to the President and Councillors as required.

Key Responsibilities

1. Provide timely and effective diary management by prioritising and organising meetings with internal and external stakeholders and ensuring that the CEO is well briefed and prepared for all engagements.
2. Maintain a high level of awareness and discretion of matters coming into or out of the CEO's office.
3. Maintain the CEO's confidence and uphold high levels of confidentiality at all times.
4. Serve as the first point of contact for the CEO, Mayor, and Councillors, handling requests for information from internal and external stakeholders professionally.
5. Prepare and distribute agendas, timetables, minutes, and action registers for meetings of Council, Local Authorities and the Executive Leadership Team. Provide relief support for the same functions for Finance Committee and Audit Committee meetings.
6. Review and register all incoming correspondence, redirect to relevant parties for action, and monitor progress to ensure timely and appropriate responses are prepared.
7. Assist the CEO and President in the preparation of letters, presentations and reports.
8. Lead and support the maintenance of statutory registers, including Conflict of Interest Register, Gifts and Benefits Register and Annual Returns of Interest.
9. Ensure all records are accurately maintained in EARC's Record Management Systems.
10. Work collaboratively with all staff to maintain positive working relationships at multiple levels.
11. Comply with all Workplace Health and Safety policies and procedures.
12. Actively participate in all offered training and development opportunities.
13. Other duties as reasonably directed by the CEO.

Delegation

Manage budget within allocated delegations.





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Essential Selection Criteria

- Exceptional interpersonal skills including the ability to persuade, negotiate and influence.
- Highly developed organisational skills with proven ability to operate efficiently under pressure, deal effectively with competing demands, produce high quality work within limited timeframes, and be adaptable to change.
- Exceptional verbal and written communication skills with a high level of attention to detail.
- Ability to liaise with a broad range of stakeholders.
- Ability to work flexible hours.
- Demonstrated ability to use own initiative and to work unsupervised, whilst prioritising workloads and meeting deadlines, and contribute effectively as a valuable team member.
- Proven effective time management with the ability to work autonomously.
- Proficiency with the Microsoft Office Suite (particularly Word, Excel, and Outlook) and an ability to learn new software.
- Must hold a current C Class Drivers License.
- Ability to use initiative and judgement combined with excellent problem-solving skills.
- National Criminal History Check clearance.

Desirable Selection Criteria

- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the East Arnhem Regional Council (EARC) is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.





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A black ink signature of Dale Keehne.

Dale Keehne
Chief Executive Officer
East Arnhem Regional Council

