



## Position Description

### Executive Assistant to the CEO

<b>Title</b>	Executive Assistant to the CEO
<b>Salary</b>	Part-time (22.5 hours per week) \$41,593.13 p.a.
<b>Employment Type</b>	Fixed term Part-time (2-year contract)
<b>Reports to</b>	Chief Executive Officer
<b>Location</b>	Hybrid arrangements, Groote Eylandt NT

#### Position Overview

The CEO Executive Assistant will provide comprehensive administrative support to the Chief Executive Officer (CEO) of the Groote Archipelago Regional Council. This part-time role requires a proactive and organised individual who can manage various tasks effectively while maintaining confidentiality and professionalism.

#### Key Responsibilities

1. Manage the CEO's calendar, scheduling meetings, appointments, and travel arrangements.
2. Prepare and organise documents, reports, and presentations for meetings.
3. Maintain an efficient filing system for both physical and electronic documents.
4. Act as the first point of contact for the CEO, handling inquiries and correspondence as required.
5. Draft and proofread communications including media, ensuring clarity and professionalism.
6. Organise and coordinate meetings, including agenda preparation and minute-taking.
7. Distribute meeting notes and follow up on action items as required.
8. Assist in the planning and execution of special implementation projects and initiatives as directed by the CEO.
9. Conduct research and compile data to support decision-making on initiatives and business case modelling where required.
10. Maintain office supplies and equipment, ensuring a well-functioning and inviting workspace.
11. Support the onboarding process for new staff members as required.

12. Undertake any other reasonable duties within your skills capacity directed by Council from time to time.

13. Comply with all relevant Workplace Health and Safety Policies and Legislation.

### **Key Selection Criteria**

- Proven experience in an administrative support role, preferably in a business, corporate or government environment.
- High-level interpersonal and communication skills, with a proven ability to engage diverse stakeholders effectively.
- Strong organisational skills with the ability to manage multiple tasks and priorities effectively.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Ability to work independently and as part of a team.
- High level of discretion and confidentiality.
- Valid NT manual C Class Driver's Licence.

### **Conditions of Employment**

- The role may require travel and overnight stays within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.

The Groote Archipelago Regional Council is a committed Equal Employment Opportunity (EEO) employer.

*Ben Waugh*

**Ben Waugh**  
**Chief Executive Officer (Interim)**  
**Groote Archipelago Regional Council**