

Job Vacancy 19/28

Executive Secretary

Temporary for up to six months

We are currently seeking applications to fill the role of Executive Secretary. This is a temporary position for a period of up to six months.

The Position

The key responsibilities include but are not limited to:

- Perform executive secretarial duties for Mayor - Record all correspondence and prepare responses. Receive and handle enquiries (counter and telephone) for the Mayor with a high degree of judgement, initiative and confidentiality.
- Maintain efficient management of the Mayor's diary and time, conference registration, air travel and accommodation bookings as and when required.
- Undertake research and collate information to provide the Mayor with background information on matters put before her.
- Provide executive secretarial support for Chief Executive Officer as and when required.
- As and when required, attend meetings with the Mayor and record proceedings, prepare minutes, and initiate follow up action as appropriate.

The Person

The successful applicant will possess the following attributes at a minimum:

- Extensive administrative experience preferable in a personal assistant/secretarial role.
- Advanced information, communication and technology (ICT) skills including the use of Microsoft Office packages.
- Excellent written communications skills.
- Excellent customer service and facilitation skills.
- Advanced skills in managing time, exercising judgement in the planning of own work, setting priorities and organising work.
- Previous experience in document management and diary schedules.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 3 (\$71,782pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **19/28 – Executive Secretary (Temporary)** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 19/28, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 18 June 2019 at 5.00pm. Word or PDF format is preferable.

For further information please contact the Human Resources Coordinator – Belinda Tinus on (07) 4783 9800.

Selection Criteria

Executive Secretary

Temporary for up to 6 months

Applications for this position must include responses to the selection criteria.

It is essential to respond to each criterion listed below. You should explain and include examples of how your skills, qualifications, knowledge and experience meet each criterion.

Essential

1. Extensive administrative experience preferable in a personal assistant/secretarial role.
2. Advanced information, communication and technology (ICT) skills including the use of Microsoft Office packages.
3. Excellent written communications skills.
4. Excellent customer service and facilitation skills.
5. Advanced skills in managing time, exercising judgement in the planning of own work, setting priorities and organising work.
6. Previous experience in document management and diary schedules.

Desirable

1. Experience in Local Government functions and administration.

Position Number	10007
Certified Agreement	Burdekin Shire Council Certified Agreement - 2018
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 3
Reports To	Mayor and Chief Executive Officer
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

Perform the duties of Personal Assistant to the Mayor as effectively and efficiently as possible. Provide assistance to the Chief Executive Officer as required.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Perform executive secretarial duties for Mayor - Record all correspondence and prepare responses. Receive and handle enquiries (counter and telephone) for the Mayor with a high degree of judgement, initiative and confidentiality. All enquiries to be recorded and referred to the Mayor for personal attention.
- Maintain efficient management of the Mayor's diary and time, conference registration, air travel and accommodation bookings as and when required. Assist in the preparation of functions including civic receptions.
- Undertake research and collate information to provide the Mayor with background information on matters put before him or her.
- Support and assist the Mayor in maintaining and enhancing relationships with the community, business and other levels of government.
- Provide executive secretarial support for Chief Executive Officer as and when required.
- Maintain good public relations and treat relevant work-related information as confidential.
- Sound practices and the provision of prompt and courteous attention to all enquiries and requests from the public, elected members, other government agencies and/or Council staff offering sound responses to enquiries.
- As and when required, attend meetings with the Mayor and record proceedings, prepare minutes, and initiate follow up action as appropriate.
- Manage travel and accommodation arrangements for Councillors to attend meetings and conferences and arrange expense reimbursements.

Position Requirements

Knowledge

- Council's meeting procedures and practices.
- Section/departmental functions and operations including Council's structure.
- Clerical/administrative practices and procedures relevant to work area.
- Policies, regulations and statutory requirements relating to the work area.
- The roles of the Mayor, Councillors, CEO and relevant staff within local government, together with a practical knowledge of the structure, operation and decision-making process of Local Government.

Skills

- Advanced skills in the use of Microsoft Office packages and other computer applications.
- Advanced keyboard and typing skills.
- Advanced skills in written communications.
- Excellent customer service skills.
- Skills in the coordination and facilitation of all Mayoral requirements.
- Skills in managing time, exercising judgement in the planning of own work, setting priorities and organising work.
- Skills in dealing with the public, and the capacity to understand sensitive community and political issues.
- Basic knowledge of the principles of human resource management.

Abilities

- Ability to resolve work procedural issues in the relevant work area within established constraints.
- Ability to manage correspondence, records, diary schedules and other required work outputs for Mayor and Councillors.
- Ability to co-operate and provide assistance.
- Ability to work independently with limited direction.
- Ability to plan and co-ordinate activities within the work area

Other Requirements

- Personal attributes of honesty, integrity, commitment, adaptability, personal presentation, and the ability to deal with pressure

Experience and Qualifications

- Business or Administrative qualifications and/or extensive administrative experience.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general supervision (except for graduates, who work under direct supervision).

- Supervision of other employees.
- Operates as a member of a professional team.

Extent of Authority

- May set outcome/objective for specific projects.
- Graduates receive instructions on the broader aspects of the work.
- Freedom to act within defined/established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.

- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.