



Position Description  
**Executive Assistant  
 to Chief Executive Officer and Mayor**  
 Ongoing

<b>Portfolio, Branch</b>	CEO Office
<b>Reports To</b>	Chief Executive Officer (CEO)
<b>Direct Reports</b>	NIL
<b>Location</b>	Primarily based at Councils Queanbeyan site and alternate locations as operationally necessary.
<b>Classification/Grade</b>	Grade 13 - \$1,500.84 - \$1,658.43 Gross per week + 9.5% Super
<b>Position Number</b>	1006

**Primary Purpose of the Position**

As a member of the CEO Office the position’s primary purpose is to deliver on the following objective/s:

- Provide confidential secretarial and administrative support services to the CEO, Mayor and QPRC Councillors.

**Key Accountabilities**

Within the area of responsibility, this role is required to:

- Manage phone calls, enquiries, diaries, appointments, registers and travel for CEO and Mayor.
- Administer expenses and acquittals for CEO and Mayor
- Undertake research of material for address by the CEO and Mayor and prepare draft presentations
- Compile and distribute executive agendas
- Prepare minutes from Council, Committee, and executive meetings
- Follow up and record actions from minutes assigned to CEO office.
- Arrange civic receptions for mayor as required
- Manage the flow of information to councillors including materials through the Councillors room.

## Functional Responsibilities

<b>Support for Mayor</b>	<b>52.5.1</b>	Executive support for the Mayoral Office and Councillors in community liaison role and conduct civic ceremonies
<b>Support for CEO</b>	<b>52.5.2</b>	Executive and administrative support for the CEO, including on projects and community liaison
<b>Councillor Support</b>	<b>52.7.1</b>	Provision of support for Councillors in community liaison role, including management of councillor facilities and expenses and disclosure register
<b>CRJO</b>	<b>52.8.1</b>	Participation in CRJO programs and projects to promote regional coordination and cooperation
<b>Other Regional Participation</b>	<b>52.8.2</b>	Participation with ACT Government and a range of other regional groups to provide for cross border/regional cooperation

## Functional Capabilities for the Role

- Relevant qualifications and/or demonstrated working experience in a similar executive support role
- Demonstrated understanding of NSW Local Government sector
- Demonstrated commitment to maintaining confidentiality within a politically sensitive environment.
- Ability to constructively contribute to organisational and team outcomes
- Ability to plan, organise, set priorities, and manage time to ensure objectives are achieved within an agreed timeline.
- Demonstrated ability to effectively use Microsoft suite of programs and electronic records management
- Capacity to communicate effectively both in oral and written form, together with demonstrated ability to produce speeches and general correspondence of a high quality.
- Ability to provide a high level of customer service and advice.
- Possess and maintains a current class C Drivers licence

## Key Internal Relationships

### Who

All QPRC Staff

From staff working in Planning, Development, Administration, Transport and Operations, Engineering, Recreation, Education, Innovation, Projects and Communications.

## Key External Relationships

### Who

Various External Stakeholders

At Queanbeyan-Palerang Regional Council we work to serve a growing and diverse Community Spreading over 5,500 Square Kilometres.

## Performance

Performance will be measured against Councils Values, LGNSW Capability Framework and Identified Skills.

## Council Values

Our values define the way we work and behave. We will promote and encourage our employees to adopt the shared values of:



### **Integrity:**

We role model ethical, transparent and professional decision-making and behaviour.



### **Respect:**

We promote diversity, inclusion, consultation and fairness.



### **Innovation:**

We are future-focused and creative; we embrace technology, risk and opportunity.



### **Continuous Improvement:**

We strive to be efficient and effective through the development of our structures, systems and processes.

## Our Reputation Matters

## **The Ethical Framework for the government sector**

The objective, core values and principles of the Ethical Framework are to be demonstrated in the conduct of all government sector employees and heads of government sector agencies.

### **Objective**





- Recognise the role of the government sector in preserving the public interest, defending public value and adding professional quality and value to the commitments of the Government of the day
- Establish an ethical framework for a merit-based, apolitical and professional government sector that implements the decisions of the Government of the day.

For more information: <https://www.psc.nsw.gov.au/workplace-culture---diversity/workplace-culture/the-ethical-framework>

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	<b>Act with Integrity</b>	<b>Foundational</b>
	<b>Personal attributes</b> Demonstrate Accountability	Foundational
	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
	<b>Relationships</b> Influence and Negotiate	Intermediate
	<b>Plan and Prioritise</b>	<b>Foundational</b>
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Results</b> Deliver Results	Foundational
	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	<b>Resources</b> <b>Procurement and Contracts</b>	<b>Intermediate</b>

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Foundational	<ul style="list-style-type: none"> <li>• Is open and honest</li> <li>• Tells the truth and admits to mistakes</li> <li>• Follows the code of conduct, policies and guidelines</li> <li>• Has the courage to speak up and report inappropriate behaviour and misconduct</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>• Identifies and responds quickly to customer needs</li> <li>• Demonstrates a thorough knowledge of services provided</li> <li>• Puts the customer and community at the heart of work activities</li> <li>• Takes responsibility for resolving customer issues and needs</li> </ul>
<b>Results</b> Plan and Prioritise	Foundational	<ul style="list-style-type: none"> <li>• Understands team objectives and own contribution</li> <li>• Plans and organises own work tasks</li> <li>• Asks when unsure about the relative priority of allocated tasks</li> <li>• Manages time appropriately and re-prioritises as required</li> <li>• Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>
<b>Resources</b> Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> <li>• Helps others understand and comply with basic ordering, receipting and payment processes</li> <li>• Contributes to the identification of business requirements, deliverables and expectations of suppliers</li> <li>• Provides objective input to evaluation processes for proposals and tenders</li> <li>• Works with suppliers and contractors to ensure that goods and services meet time and quality requirements</li> </ul>