

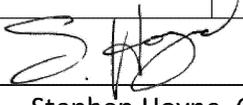


POSITION DESCRIPTION

TITLE: EXECUTIVE ASSISTANT DIRECTORS

LEVEL: BAND LEVEL 5

RESPONSIBLE TO: EXECUTIVE DIRECTOR INFRASTRUCTURE

Position Status:	Permanent - Full Time
Position Approved by: 	Date: 25/03/2026
Stephen Hoyne, Chief Executive Officer	

POSITION OBJECTIVES:

To provide administrative and secretarial support to the Directors, thus enabling the directorate's efficient day-to-day operations

KEY RESPONSIBILITIES:

- Act as the initial contact point for the Directors to ensure efficient liaison between the Director's offices, the wider organisation, and external stakeholders.
- Provide administrative and secretarial support services to the Directors including:
 - email management
 - dealing with enquires by phone, online, in writing and in person
 - preparing letters and other correspondence
 - filing documents, maintaining records and registers
 - coordinating and prepare meeting agendas and associated documents
 - coordinating meetings and appointments and record minutes
 - undertaking research and report for special projects
 - assisting with tasks relating to the directorate
 - other organisational support services as may be required
- Project Council's image positively as one of courtesy and cooperation.
- Meet all Occupational Safety and Health requirements and follow appropriate safety and health practices for self and others.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Accountable to the Directors for the performance of the responsibilities outlined in the Position Description in accordance with relevant legislation and policies.

JUDGEMENT AND PROBLEM SOLVING:

- Possession of requisite skills to solve problems.
- Guidance is available from the Directors when making decisions.

SPECIALIST KNOWLEDGE AND SKILLS:

- Good computer skills particularly in working with Microsoft Office suite of programs
- Ability to maintain strict confidentiality when dealing with information and sensitive issues.
- Well-developed record keeping and administration skills.

MANAGEMENT SKILLS:

- Ability to engage consultatively to achieve the desired outcome
- Ability to coordinate people and ensure adherence to business practices
- Ability to manage own time effectively and plan/priorities tasks and projects with competing deadlines to achieve desired outcomes

INTERPERSONAL SKILLS:

- Ability to communicate effectively with all stakeholders
- Ability to source cooperation and assistance from internal and external stakeholders to achieve defined objectives of the role.
- Ability to identify, discuss and resolve issues with relevant parties

QUALIFICATIONS AND EXPERIENCE:

- Relevant administrative qualification and experience.

KEY SELECTION CRITERIA:

- Relevant administrative qualification and experience
- Good understanding of Council administrative functions or demonstrated capacity to learn.
- Competence in performing administrative tasks including proofreading correspondence, drafting letters, emails, filing and other admin tasks
- Demonstrated ability in dealing with sensitive, political, and confidential duties
- Commitment and the ability to provide quality customer service.
- Effective Communication skills (verbal and written)
- Excellent organisational and problem-solving skills.
- Advanced skills in Microsoft Office Suite.

- Sound interpersonal skills with ability to develop productive working relationships with a broad range of people including elected members and senior management.
- Commitment to working within a team-based environment with an ability to work independently.
- Demonstrated ability to set priorities, meet deadlines and prepare timely reports and communiques.
- Commitment to Occupational Safety and Health, and the ability to follow appropriate safety and health practices.
- Successfully undergo a pre-employment medical assessment including a Criminal History Check.
- Current Northern Territory Driver's License.

CHANGES TO JOB DESCRIPTION:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment – including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee:

Date