



Position Vacant

Executive Assistant – Infrastructure Services

[For full details and requirements of the role – Please refer to the Position Description](#)

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 3.1 - \$67,450 per annum.
- Locality Allowance of \$972 per annum without dependents or \$1,945 per annum with dependents (certain criteria needs to be met to receive this)
- Optional 19 day month.
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (11%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13.5% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 23-24-029

For further enquiries regarding this vacancy and associated selection process, please contact Mr Chris Whitaker on 07 4620 8855.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Tuesday 21 November 2023

Matthew Magin
CHIEF EXECUTIVE OFFICER

Position Description – Executive Assistant - Infrastructure Services



POSITION DETAILS			
DEPARTMENT:	Infrastructure Services		
POSITION:	Executive Assistant – Infrastructure Services		
REPORTS TO:	Director Infrastructure Services		
DIRECT REPORTS:	Administration Officer – Infrastructure x 2		
PRINCIPAL LOCATION:	Council Depot – 193-199 Grey Street, St George		
EMPLOYMENT BASIS:	Permanent – Full Time		
POSITION PURPOSE:	The Executive Assistant – Infrastructure Services is responsible for providing high level executive assistant to the Director Infrastructure Services, Managers and additional support to other staff as appropriate. This position will also provide cover for the Executive Assistant - Office of the CEO as and when required.		
POSITION REQUIREMENTS (section criteria)			
TYPE	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	1. Current C Class open driver’s licence	1. Cert IV Administration or other relevant qualifications or experience	
SKILLS	2. Advanced Microsoft Office suite skills 3. Display initiative and be productive while paying attention to accuracy and detail 4. Ability to interpret and apply policies, procedures and legislative requirements 5. Ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes 6. Demonstrable high-level communication and customer service skills with an ability to liaise effectively with stakeholders in a culturally diverse environment 7. Ability to contribute to strategic thinking to develop and implement solutions and achieve results		
EXPERIENCE	8. Minimum five (5) years’ relevant professional experience, in similar positions	2. Experience in InfoCouncil, MagiQ and Synergy Soft (<i>desirable, not essential</i>) 3. Experience in a local authority	
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

POSITION KPI's
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.
AUTHORITY/DELEGATION
Works independently, as well as in a team, within general guidelines and objectives provided by the Director Infrastructure Services. This position has delegated purchasing authority in accordance with Council's Delegation Register .
RESPONSIBILITIES
INHERENT RESPONSIBILITIES
<ul style="list-style-type: none"> • To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. • Work in a safe manner at all times and report any workplace risks. • To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required. • Communicate all health and safety matters to supervisors where applicable. • To be punctual and reliable • To report problems or difficulties encountered • Contribute to the Council with suggestions for improvement • Monitor personal qualifications and licences to ensure currency • All council employees are bound by the <i>Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable. • Communicate reliably and regularly, especially when working alone. • Be environmentally responsible by minimising wastage without compromising safety or effectiveness
KEY RESPONSIBILITIES
<p>The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:</p> <p>Executive Assistance and support</p> <ul style="list-style-type: none"> • Provide high quality, confidential and timely support to the Director Infrastructure Services and others as directed • Responsibilities, actions, and contributions to enhance the success of the service and organisation • Assistance and support include, but is not limited to: <ul style="list-style-type: none"> ○ screening requests for time/information ○ effective and efficient management of information ○ acting unsupervised in matters delegated by the Director Infrastructure Services ○ using initiative and sound judgement to ensure the smooth day-to-day running of the office <p>Secretarial and administrative support</p> <ul style="list-style-type: none"> • Maintain, screen and handle appointments for the Director Infrastructure Services • Administrative support for Council committees and workshops and other organisational meetings, including agendas and minutes • Arrange meetings, book venues, organise catering and equipment • Assist with the preparation of presentations, reports going to both Council and Committee meetings • Ensure the Director Infrastructure Services is prepared in advance for all meetings • Draft replies to letters as requested for signature by Director Infrastructure Services and/or other staff • Maintain efficient record systems • Leads or actively participates in assigned projects, developing own knowledge of the organisation to enhance support for the Director Infrastructure Services. • Procedures for the role are documented in a desk file so that others can undertake the functions. <p>Communication and customer service</p>

- Help in the preparation and tracking of actions and/or inquiries.
- Exercise good judgement in determining whether a customer needs immediate resolution, can be delegated, or can be planned for future action.
- Provides and prepares quality communication(s), written and oral, and presentations.
- Establishes networks that assist with supporting the manager.
- Maintain a pleasant and calm, but discrete environment, which enhances the image and service of the organisation.
- Works with individuals and teams to maximise and achieve the required performance.
- Quality communications and services enhance relationships with internal and external customers.

Quality Responsibilities

- Identify areas for improvement in their day-to-day work and to act upon these when appropriate and/or bring these to the attention of the Director Infrastructure Services, in order that appropriate action may be taken.
- Comply with the Council's policies and procedures.
- Participate in on-going quality improvement activities throughout the year within their team, service, site, or department.
- Raise concerns with the Director Infrastructure Services if there are quality or staff / service safety issues in their area.
- Being accountable for own work and provide a high-quality service and contributes to quality improvement and risk minimisation activities. Perform other duties within your capabilities as directed.

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided

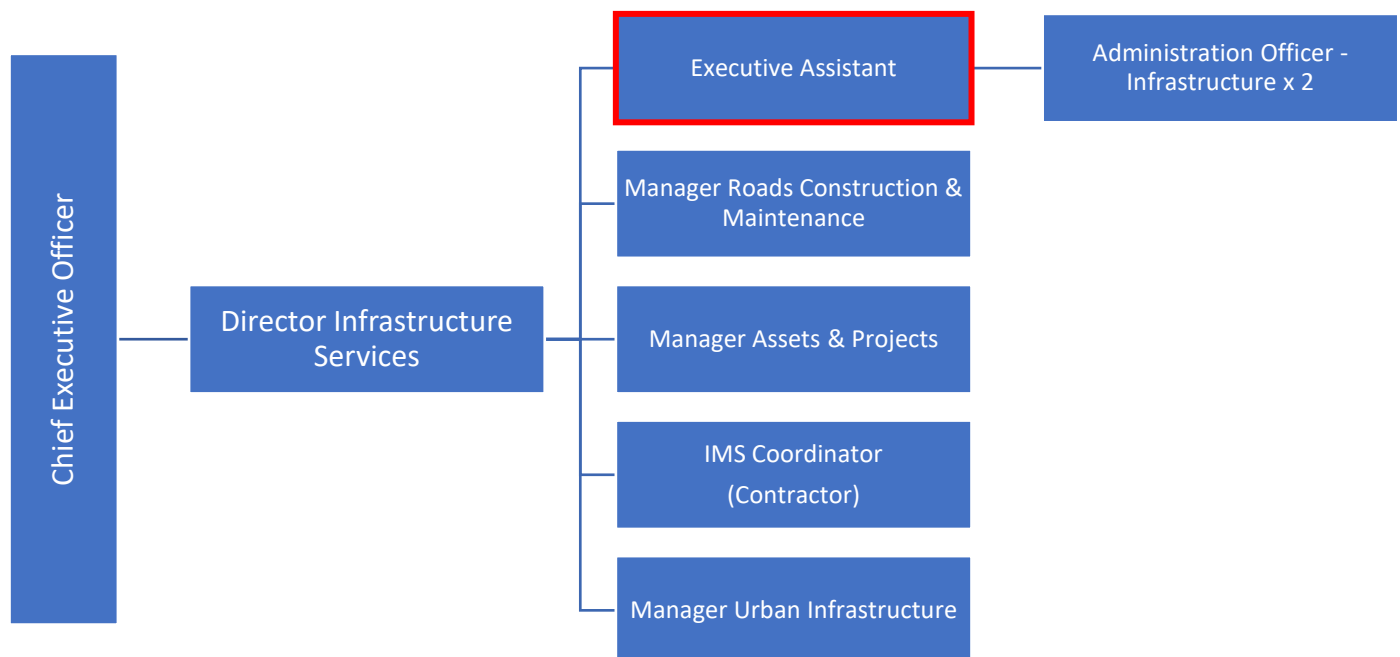
Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Director Infrastructure Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Director Infrastructure Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Completion of digital time sheets on a daily basis

ORGANISATIONAL STRUCTURE



Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Executive Assistant - Infrastructure Services	Reference Number: 23-24-029
Applicant Details	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
Summary of Work History	
Current Employer:	Commenced: / /
Location:	
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	

Application for Employment

Licences, Certificates and Qualifications

C – Car Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

In which industry did you gain the majority of this experience?

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.