

EXECUTIVE ASSISTANT TO THE CEO

Job description

Local Government Association NT

21 Parap Road
Parap, NT 0820

(08) 8944 9680
info@lgant.asn.au

The Local Government Association of the Northern Territory (LGANT) is a small, vibrant and cohesive team of dedicated people who form the peak representative body which delivers services to and provides a 'voice' for the 16 local governing bodies in the Northern Territory. These entities pay an annual membership subscription to LGANT for the provision of advocacy and shared services.

The position of Executive Assistant to the CEO will form an integral part of the team. It will be a varied, interesting and people focussed position with occasional travel required to provide support to the CEO.

POSITION OBJECTIVE

The Executive Assistant will provide high level administrative support services to the Chief Executive Officer (CEO).

KEY RESPONSIBILITIES

Provide a high level of administrative support to the CEO including:

- Manage the administrative aspects of the CEO's office in an efficient, timely, accurate and effective manner.
- Provide strategic support to the CEO to assist with organisational key deliverables.
- Confidant to the CEO – managing sensitive and confidential information.
- Assist the CEO in providing a support service for the LGANT President and Executive personnel in matters associated with the CEO's office.
- Preparation of agendas and typing of minutes for meetings.
- Processing of incoming/outgoing correspondence, reports, and memorandums.
- Drafting and preparation of correspondence, and reports for CEO approval.
- Scheduling of appointments, meetings and maintenance of the CEO's diary.
- Coordination of travel, accommodation, conference and seminar registrations for the CEO and Executive personnel.
- Undertaking research and analysis tasks as required by the CEO.
- Maintenance of accurate record keeping.
- Organisation of Executive, Committee, Conference, General, Annual General and Reference group meetings.
- Contribute to the development of work methods and establishment of general procedures within LGANT.
- Keep an up-to-date record of LGANT Policy Statements.
- Liaise with councils and outside committees to ensure LGANT representation.
- Liaise with councils in the provision of Long Service Awards.
- Coordinate Executive elections.
- Update Executive, outside committees and meeting dates on LGANT website.
- Coordinate and compile annual report.
- Other duties commensurate with skills and experience, as directed by the CEO.

AUTHORITIES

Organisational Relationships

- Work autonomously, report directly to the CEO of LGANT.
- Attend meetings as directed by the CEO.
- Contribute towards and facilitate effective lines of communication between all LGANT staff, council members and CEO.
- Coordinate and implement administrative policies and procedures.

Extent of Authority

- Read and action incoming correspondence and confidential documents.
- Freedom to exercise initiative within own area of responsibility and LGANT as a whole, in accordance with organisational policies and procedures.

Accountability

Directly accountable to the CEO for the provision of a high level of administrative support services.

EXPECTED PERFORMANCE & SKILLS STANDARDS

The achievement of the objectives of the position of Executive Assistant to the CEO will be measured in the following terms:

- Ability to prioritise and manage tasks of the position to meet deadlines.
- Ability to manage the day-to-day administration of the CEO's office and perform efficiently and effectively.
- Ability to effectively contribute towards the CEO's relationships with the Executive and management team, employees, member councils and other key stakeholders.
- Commitment to highly ethical behaviour and to working as part of the close knit LGANT team.

SELECTION CRITERIA

Skills, Experience & Qualifications

Ability to provide a high level of administrative and support services to the CEO including:

- Previous experience providing Executive support to a CEO and/or Senior Executive.
- Tertiary qualifications in Administration or Business (or equivalent work experience).
- Proven capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters.
- High level of proficiency in the Microsoft Office Suite of Products.
- Excellent communication skills (both written and verbal).

SELECTION CRITERIA (cont)

- Professional interpersonal skills and friendly disposition.
- Confidentiality, tact and diplomacy.
- Attention to detail.
- Excellent time management and organisational skills.
- Able to work under pressure during peak periods.
- Good analytical, conceptual and problem-solving skills.
- Current NT Class C Drivers Licence (or ability to acquire).
- Current National Police Check.
- Fully vaccinated for Covid-19.

Knowledge and/or Ability

- An understanding of the cultural diversity of the NT.
- The policies and practices of LGANT and its member services.
- The functions and responsibilities of local government in the NT and nationally.
- Elected member protocols and procedures.
- The legislation applicable to local government in the NT.

Values

- Ability to participate as part of a team in achieving objectives.
- To work collaboratively with senior management, staff members and peers of LGANT in achieving organisational objectives.
- Commitment to LGANT's guiding Values of:
 - Transparency
 - Honesty
 - Accountability
 - Responsiveness
 - Accessibility
 - Flexibility and
 - Innovation.