

POSITION DESCRIPTION

Executive Assistant to the Mayor and CEO



Position title	Executive Assistant to the Mayor and CEO
Directorate	Community Development
Designation	Level 4 (Municipal Officer) ASTC EA
Position number	P2188
Responsible to	Executive Office Manager
Position status	Secondment until 30 July 2025, Full-time
Position description approved	<i>D. de Brito</i> Date: 07/03/2025

Primary Objective

This position provides an efficient, proactive and confidential range of executive secretarial and administrative services to ensure that the Mayor and Councillors of the Alice Springs Town Council (ASTC), and the Chief Executive Officer (CEO) are equipped to effectively and efficiently perform their roles and discharge their responsibilities on a daily basis. Displaying the highest level of professional integrity and diplomacy, it is expected that the position will develop strong relationships to liaise constructively with both internal and external stakeholders.

Key Responsibilities

- Provide proactive, quality and timely executive secretarial and administrative services to the Mayor, Councillors and CEO.
- Provide day-to-day administrative support to the Mayor, Councillors and CEO including diary management, calendar maintenance, coordination of meetings, monitoring of emails and managing requests to assist with prioritisation of work and activities.
- Respond appropriately and professionally to communications from internal and external stakeholders including officials, Elected Members and members of the public
- Liaise with responsible officers, internal and external stakeholders in the coordination of meetings and make arrangements for effective meetings including preparation of documentation and presentation materials, setting up of equipment, and catering, if required.
- Organise travel arrangements, purchasing card reconciliation and financial transactions for the Mayor, Councillors and CEO consistent with Council policy.
- Assist in the preparation and delivery of Council meetings, Committee meetings and forums as required, including live minute taking.
- Assist in maintaining and distributing accurate registers relevant to the Office of the Mayor and the CEO.

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- Coordinate the payment for Elected Member allowances and reimbursements, and other allowable payments. Supporting the Governance Unit to maintain a record of Elected Member attendance at meetings.
- Provide administrative support for a general election or by-election and liaise with the Governance Unit to coordinate the induction of and training for the Mayor and Councillors.

Events and Function Coordination

- In collaboration with the Executive Office Manager and the Executive Support team, organise special events and/or meetings as required by the Mayor and CEO including receptions, ceremonies and functions.

Information Management

- Champion best-practice information and record management and incorporate strong record keeping practices to day-to-day operations in alignment with Council's information and records management framework. Identify and minimise duplication of key Council records and documents.

Communication and Relationship Building

- Deliver effective oral and written communication consistent with Council values and established timelines.
- Build and leverage effective professional relationships across the organisation and with external stakeholders.

Continual Improvement

- Contribute to the continuous improvement of organisational systems, processes and policies, identifying opportunities for innovation and efficiencies to improve Council's governance practices.

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner

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- Report hazards, accidents, incidents and near-misses to the Manager/Supervisor as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

Organisational Values and Behaviours

- Apply strict confidentiality practices and guidelines to all information and carry out duties with probity and professionalism.
- Display political astuteness using tact, diplomacy and discretion for dealing with internal and external stakeholders.
- Uphold organisational values and behave according to Council Code of Conduct, including treating other employees and the general public with respect.

Other Duties

- Provide support to the wider Council executive administrative and secretarial function, when required.
- Undertake special projects as directed by the Chief Executive Officer, from time-to-time.
- Perform other duties within capabilities and / or consistent with the level of this position as required.

Delegations

- As per the Register of Delegations.

Supervisory Responsibilities

- Nil.

Qualifications

- Tertiary qualification in a relevant discipline or substantial relevant experience.

Special Requirements

- Current National Criminal History Check.
- May be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

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Selection Criteria

Essential

1. Proven experience in an administrative and secretarial role at a senior executive level dealing with sensitive and confidential matters.
2. Proficient written and oral communication skills, including the ability to write and speak appropriately for an audience. High-level of attention to detail and the ability to research, draft and prepare reports, submissions and general correspondence.
3. Highly-developed organisational skills, including time management and prioritisation skills, to effectively complete allocated tasks within timeframes by working autonomously or as part of the team.
4. Strong interpersonal skills with the ability to interact professionally and confidently with a range of diverse internal and external stakeholders. Possess the ability to act with tact and diplomacy.
5. Ability to exercise sound judgement and contribute to finding practical solutions and opportunities for improvement.
6. Proficient computer literacy skills utilising proprietary software and programs.
7. Sound knowledge of the fundamentals and protocols for ceremonies, functions and receptions.
8. Ability to work flexible working hours including evening meetings, after-hour functions, and Council events.

Desirable

1. Qualifications in business administration or similar.
2. Local Government experience in a similar role.
3. An understanding of local government's role in governance and the provision of community services.

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ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____

Signature _____ Date _____

Supervisor Name _____

Signature _____ Date _____