



**Position Description  
(Including selection criteria)  
November 2023**

## **Executive Assistant**

**Shire of McKinlay**  
*PO Box 177 Julia Creek 4823*  
*Telephone: (07) 47 467 166*  
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### **INFORMATION PRIVACY**

**Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.**



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

### **Our vision**

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

### **To do this, we will:**

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

### **Our Organisational Structure**

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 67 with an annual budget of \$25m

## **Position Description** **Executive Assistant**

<b>Title:</b>	Executive Assistant
<b>Division:</b>	Corporate Services
<b>Salary:</b>	Local Government Employees Award – State 2003 and McKinlay Shire Council Certified Agreement Stream A – Level 4 - 5
<b>Reports to:</b>	Chief Executive Officer

### **Objective of the Position**

The McKinlay Shire Council Executive Assistant (EA) provides support at the Executive level to the Mayor, Chief Executive Officer and Director of Corporate and Community Services. In doing so, the EA demonstrates a high degree of judgement, initiative, confidentiality and sensitivity to duties. Within the organization, the EA contributes to the effective and productive operations of governance within Council whilst developing and maintaining Council's corporate image.

### **Organisation Environment**

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

### **Our Vision**

Community – A focus on health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

### **To do this, we will:**

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, personal growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community development
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

### **Duties and Responsibilities**

The following 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 of the position are:

- Provide Executive support to the Mayor, Chief Executive Officer and Director Corporate and Community Services.
- Management of appointment diaries for Mayor, Chief Executive Officer and Director Corporate and Community Services.
- Arrange and book travel, accommodation, car hire and conferences/meetings/events bookings for all staff and Councillors.
- Preparation of Council Agendas and Minutes.
- With direction from, and in consultation with Executive Team members, Facilitate the development and ongoing maintenance of Council's corporate image through social media, McKinlay Shire Council website, newsletters and other forms of publication.
- Development of corporate communication activities and project, for example, Annual Report, Corporate Plan and Community Plan.
- Liaise with State and Federal Government departments and agencies.
- Coordinate internal corporate communications to staff.
- Liaise with other Council departments in relation to Web based communications e.g. Council's website content.
- Maintain Council's Policy register.
- Provide advice, Policy development and assistance to Director of Corporate and Community Services and Chief Executive Officer with regards to governance.
- Maintain strict confidentiality in all matters.
- Work in a safe manner having regard for the environment, self, others and to also contribute to the implementation of Council's workplace operational health and safety policies and procedures.
- Organise local meetings
- Community consultation
- Helping on organizing community events, citizen ceremonies, local NWQROC/Mitez, Halloween, Anzac Day, etc.
- General administrative duties as requested by the Chief Executive Officer.

### **Performance Indicators**

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Chief Executive Officer;
- Compliance with all Policies and Procedures applying to the duties of the position;
- Compliance with workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to the immediate supervisor with respect to work absences.

### **Accountability and Extent of Authority**

Supervision Responsibilities: Nil

Statutory Responsibilities: To perform duties inline with Councils Code of Conduct and policies.

Expenditure: Refer to Councils Procurement Policy

Internal Liaison Responsibilities: Mayor  
Councillors  
Chief Executive Officer  
Director Corporate and Community Services

External Liaison Responsibilities: Members of the public  
Media representatives  
Government Agencies  
Elected Representatives

Relieves: Nil

### **Workplace Health and Safety**

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

## Selection Criteria

### Skills/Requirements

- High level of computer skills with demonstrated experience in Microsoft products.
- Ability to work unsupervised and meet deadlines.
- Demonstrated verbal communication and interpersonal skills to effectively work and participate in a team based environment.
- Demonstrated organisational and time management skills.
- Highly developed written and oral communication skills.

### Qualifications or Relevant Experience:

- Have a minimum of two years experience in a similar role, preferably in Local Government; or alternatively recognised qualification and/or experience.
- Experience in office operations and management.
- Knowledge of meeting procedures.
- Experience in creating reports and taking meeting minutes.
- Experience in accurate data entry and record keeping. (Experience with InfoXpert record keeping system desired, but not essential).
- Hold a current 'C' class Queensland drivers licence.

### Knowledge:

- Knowledge of Local Government Act 2009 and associated regulations