



## POSITION DESCRIPTION

### Executive Officer

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| <b>Position:</b>                              | Executive Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Department:</b>                            | Executive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Reporting Relationship:</b>                | Chief Executive Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Award Classification:</b>                  | Level 4/5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Conditions of employment:</b>              | <p><i>Queensland Local Government Industry (Stream A) Award - State 2017.</i></p> <p>Commitment to Council's Code of Conduct, policies, procedures, and any other applicable legislative requirements is required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Hours of Duty:</b>                         | Nominally 36.25 hours per week.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Work Health &amp; Safety requirements:</b> | <p>Employees are required to comply with Councils workplace health and safety policy, the <i>Work Health and Safety Act 2011</i>, the Work Health and Safety Regulation 2011 and any reasonable instruction given by his or her supervisor in respect to the health and safety of themselves and others.</p> <p>Employees must take reasonable care for their own health and safety, take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and comply with any reasonable instruction given by their supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.</p> |
| <b>Primary Objectives of the position:</b>    | The Executive Officer will work with the Chief Executive Officer (CEO) and Elected Members to ensure the provision and coordination of key governance, compliance and service delivery functions associated with the elected Council's decision making, Office of the CEO and organisational planning and performance.                                                                                                                                                                                                                                                                                                                                                        |
| <b>Key duties &amp; responsibilities:</b>     | <ul style="list-style-type: none"> <li>• Lead the preparation of timely, accurate and legislatively compliant Council meeting notices, agendas and minutes. Responsibilities include organisational coordination as well as specific tasks within Council's decision-making process.</li> <li>• Lead ongoing refinement of Council's communication plan and implement whole-of-organisation communication initiatives mindful of any confidential</li> </ul>                                                                                                                                                                                                                  |



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|  | <p>limitations. This includes the timely, accurate and effective communication of Council decisions (resolutions), key updates from Council and the Office of the CEO, and collaboration with Directorate/Function representatives for services and projects.</p> <ul style="list-style-type: none"> <li>• Provide 'front-of-house' services (to both internal and external customers) for the Office of the CEO, exemplifying professional, empathetic and efficient customer service and complaint management.</li> <li>• Collate data, and monitor performance, as an input into Council's corporate performance framework for: <ul style="list-style-type: none"> <li>○ Council meeting correspondence</li> <li>○ Council meeting resolutions (implementation of Council decisions)</li> <li>○ Councillor requests for information</li> <li>○ Customer requests</li> <li>○ Complaints.</li> </ul> </li> <li>• Undertake research (as delegated by the CEO) for projects and activities (e.g. meeting reports and submissions) through the Office of the CEO or Executive Leadership Team.</li> <li>• Contribute to preparation of the annual operational plan, quarterly progress reports and the annual implementation review, through coordination and review.</li> <li>• Contribute to the annual budget document preparation, reviews and associated communications.</li> <li>• Coordinate the annual policy review for Office of the CEO policies.</li> <li>• Assist with civic and community engagement events hosted by the Mayor, Councillors and/or Chief Executive Officer;</li> <li>• Assist the Mayor and Councillors, including facilitating information request responses, provision of administrative support (in accordance with guidelines where applicable) and coordinating vehicle access for Council business.</li> <li>• Contribute to the ongoing implementation, enhancement and local support for software and</li> </ul> |
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|                                   | <p>equipment used by Councillors and the Executive Leadership Team.</p> <ul style="list-style-type: none"> <li>• Maintain sufficient records to readily show compliance where the officer has lead responsibility for specific legislative sections.</li> <li>• Progressively develop a register of the types of records generated and handled by the Office of the CEO (electronic and physical), ensuring that current and future access to each record is consistent with the Public Records Act 2023, State Archives guidelines and Council procedures.</li> <li>• Progressively develop, and annually review, standard operating procedures (SOPs) for key accountabilities, maintain the key contact list for the position and links to relevant resources.</li> <li>• Any other reasonable duties as directed by the Chief Executive Officer within known skills, knowledge and capabilities.</li> </ul>                                                                                                                                                                                     |
| <p><b>Selection criteria:</b></p> | <p><u>Qualifications / Licences</u></p> <ul style="list-style-type: none"> <li>• Qualifications and experience in a communications-related field, including but not limited to business communications (desirable).</li> <li>• Diploma Local Government Services (desirable).</li> <li>• QLD Drivers licence.</li> </ul> <p><u>Knowledge, Skills &amp; Abilities:</u></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in an environment where a high level of initiative and attention to detail and timelines is required.</li> <li>• Ability to work independently, or collaboratively with others as the task requires.</li> <li>• Aptitude for reading and applying legislation or standards, with attention to learning and complying with organisational requirements.</li> <li>• Highly developed interpersonal skills, displaying professional, personable and responsive interactions with internal and external customers, and a high level of empathy.</li> <li>• Demonstrated ability to effectively research information and collate and analyse data.</li> </ul> |



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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <u>People Oriented Skills</u> <ul style="list-style-type: none"><li>• Highly developed communication skills, both verbal and written, including the ability to proof-read others' work.</li><li>• Highly developed interpersonal skills, displaying professional, personable and responsive interactions with internal and external customers, and a high level of empathy.</li></ul> |                                                                              |                                                                              |      |           |
| <p><b>Employee name &amp; signature:</b></p><br><br><br><table border="0" style="width: 100%;"><tr><td style="width: 50%; text-align: center;"><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/></td><td style="width: 50%; text-align: center;"><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/></td></tr><tr><td style="text-align: center;">Name</td><td style="text-align: center;">Signature</td></tr></table> |                                                                                                                                                                                                                                                                                                                                                                                       | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> | Name | Signature |
| <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>                                                                                                                                                                                                                                                                                                                                                                                               | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>                                                                                                                                                                                                                                                                                                          |                                                                              |                                                                              |      |           |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Signature                                                                                                                                                                                                                                                                                                                                                                             |                                                                              |                                                                              |      |           |