



## JOB OVERVIEW

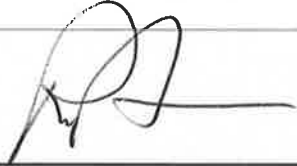
<b>JOB TITLE</b>	Executive Services Officer		
<b>JOB LOCATION</b>	Regional Office	<b>WEEKLY HOURS</b>	38
<b>DIVISION / DEPARTMENT</b>	Executive Services	<b>SALARY</b>	\$65,346.53 - \$69,866.33
<b>DIRECT REPORTS</b>	Nil	<b>WORKING CONDITIONS</b>	Based in Katherine Regional Office, remote travel required and stays in remote communities
<b>REPORTS TO</b>	Manager of Executive Services	<b>EMPLOYMENT CONDITIONS</b>	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

## POSITION DETAILS

<b>JOB PURPOSE</b>	The Executive Services Officer will provide administrative support and assist the Manager of Executive Services with the smooth day to day operation of the Governance area, assisting in the development of publications such as the Regional Plan and Annual Report. This position will also manage the IT services across Council and all social media platforms and website.
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provide high level administrative support and assistance to the Manager of Executive Services in relation to Governance, Council meetings, Council committee meetings and Local Authority Boards.</li> <li>2. Assist in the preparation and distribution of Council Agendas and completion of minutes.</li> <li>3. Manage and organise travel and accommodation bookings for the CEO and Elected members including travel allowance forms and airfares when required.</li> <li>4. Manage all forms and registrations required of the Elected Members to undertake their roles.</li> <li>5. Coordinate catering for Council meetings.</li> <li>6. Assist in content writing and the development and distribution of Council's public relations materials</li> <li>7. Assist the Manager of Executive Services in the design and development of regional plans and annual reports</li> <li>8. Manage Council's social media platforms ensuring the promotion of Council news and initiatives are published.</li> <li>9. Ensure Council's website is managed effectively and kept up to date and is compliant.</li> <li>10. Monitor and maintain Council's IT devices and systems including the IT asset management register.</li> <li>11. Assist staff with IT issues, complaints and concerns for positive outcomes.</li> <li>12. Work with outsourced IT Teams in the management, installation and testing of new technology.</li> <li>13. Facilitate the development of procedure and processes to support IT delivery and access to all work locations within the Council.</li> <li>14. Any other duties as directed by the Manager of Executive Services</li> <li>15. Maintain a safe working environment and ensure Occupational Health &amp; Safety regulations are adhered to.</li> <li>16. Ensure the policies and procedures of the Shire are adhered to and all resources effectively deployed.</li> </ol>

## QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

<b>EDUCATION REQUIREMENTS</b>	Tertiary qualifications in ICT / Business Administration / Communications or extensive experience in a related discipline (essential).
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<p><b>EXPERIENCE &amp; KNOWLEDGE REQUIREMENTS</b></p>	<ol style="list-style-type: none"> <li>1. Demonstrated high level of written, oral and language skills with the ability to be creative and innovative.</li> <li>2. Strong interpersonal skills and the ability to interact effectively with Council Executive, Elected Members, staff members and external clients in achieving objectives.</li> <li>3. Awareness of the need for cultural sensitivity and the ability to work in a cross cultural environment.</li> <li>4. Ability to develop text for different mediums and audiences.</li> <li>5. Proven experience in content writing, social media handling and publications.</li> <li>6. Excellent time management and organisational skills.</li> <li>7. Ability to be able to work independently and in a team environment.</li> <li>8. Proven ability to work efficiently and effectively under pressure with minimal supervision.</li> <li>9. Demonstrated competency in IT management, configuration, procurement and maintenance.</li> <li>10. Sound knowledge of the principles of Occupational Health &amp; Safety.</li> </ol>
<p><b>OTHER REQUIREMENTS</b></p>	<ol style="list-style-type: none"> <li>1. Criminal History Check (Recent within 3 months)</li> <li>2. Working with Children's Clearance</li> <li>3. A current driver's licence.</li> </ol>
<p><b>PHYSICAL REQUIREMENTS</b></p>	<p>The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.</p>
<p><b>APPROVED By</b> Russell Anderson <b>CHIEF EXECUTIVE OFFICER</b></p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="359 745 657 909" style="text-align: center;">  </div> <div data-bbox="821 775 1010 909" style="text-align: center;"> <p><b>DATE APPROVED</b></p> </div> <div data-bbox="1010 775 1560 909" style="text-align: center;"> <p>16/6/2020</p> </div> </div>