




JOB OVERVIEW

JOB TITLE	Executive Services Officer		
JOB LOCATION	Regional Office	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Executive Services	SALARY	
DIRECT REPORTS	Nil	WORKING CONDITIONS	Based in Katherine Regional Office, remote travel required and stays in remote communities
REPORTS TO	Manager of Executive Services	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2021-2023

POSITION DETAILS

JOB PURPOSE	<p>The Executive Services Officer ('ESO') will provide administrative support and assist the Manager of Executive Services with the smooth day to day operation of the governance requirements of council, committees and local authority boards. The ESO will assist in the development of publications including meeting notices, local authority vacancy notices, Regional Plans and Annual Reports. The position will manage travel and accommodation for Councillors and the CEO and is responsible for ensuring publications on Council's website and social media platforms are compliant with the <i>Local Government Act 2019</i>.</p>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 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. 2. Assist in the preparation and distribution of Council agendas and completion of minutes. 3. Take minutes of Council, Committee and Local Authority meeting when required. 4. Provide support to Council Operation Assistant Managers in agenda creation for Local Authority meetings. 5. Provide secretarial support to Local Authorities when required. 6. Manage and organise travel and accommodation bookings for the CEO and elected members including travel allowance forms and airfares when required. 7. Manage all forms and registrations required of the elected members to undertake their roles. 8. Coordinate catering for Council and Committee meetings. 9. Assist in the development and distribution of Council's publications including the Regional Plan and Annual Report. 10. Manage VDRC's social media platforms ensuring the promotion of news and initiatives are published and represent a positive image of Council. 11. Publish Council, Committee and Local Authority meeting notices on VDRC's website and social media platforms in accordance with legislative requirements. 12. Publish Committee and Local Authority vacancies on VDRC's website and social media platforms in accordance with legislative requirements. 13. Arrange newspaper notices for NT News when required. 14. Ensure the VDRC website is managed effectively, is kept up to date, and is compliant with the <i>Local Government Act 2019</i>, Regulations and Ministerial Guidelines. 15. Manage all purchase requisitions for Executive Services Team. 16. Manage incoming and outgoing correspondence register and submit a monthly report to Council. 17. Draft correspondence on behalf of the Manager of Executive Services, Mayor, and CEO when required.

	<ul style="list-style-type: none"> 18. Manage the actions arising from council meetings and provide a monthly report to council on their progress. 19. Conduct other duties as required by the Manager of Executive Services and the CEO. 20. Maintain a safe working environment and ensure Occupational Health & Safety regulations are adhered to. 21. Ensure the policies and procedures of council are adhered to and all resources effectively deployed.
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE	
EDUCATION REQUIREMENTS	Tertiary qualifications in Governance/ Business Administration / Communications or extensive experience in a related discipline (essential).
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> 1. Demonstrated high level of written, oral and language skills with the ability to be creative and innovative. 2. Strong interpersonal skills and the ability to interact effectively with Council Executive, Elected Members, staff members and external clients in achieving objectives. 3. Awareness of the need for cultural sensitivity and the ability to work in a cross cultural environment. 4. Ability to develop text for different mediums and audiences. 5. Proven experience in writing and publishing publications. 6. Excellent time management and organisational skills. 7. Ability to be able to work independently and in a team environment. 8. Proven ability to work efficiently and effectively under pressure with minimal supervision. 9. Sound knowledge of the principles of Occupational Health & Safety.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> 1. Criminal History Check (Recent within 3 months) 2. A current driver's licence.
PHYSICAL REQUIREMENTS	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 2021-23.
APPROVED By Russell Anderson CHIEF EXECUTIVE OFFICER	<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="347 1209 603 1406" style="text-align: center;">  </div> <div data-bbox="798 1254 986 1384" style="text-align: center;"> DATE APPROVED </div> <div data-bbox="1034 1254 1264 1406" style="text-align: center;"> 14/10/21 </div> </div>