



**KATHERINE**  
TOWN COUNCIL

# Executive Assistant

**Department:** Office of the Chief Executive Officer

**Business unit:** Office of the Chief Executive Officer

**Reports to:** Chief Executive Officer

**Position level:** Level 5

## Position context

The Executive Assistant is responsible for providing a full range of timely, professional and confidential secretarial and administrative support at an executive level to the Chief Executive Officer (CEO). The Executive Assistant exercises a high degree of judgement, initiative, confidentiality and sensitivity in managing Council matters, providing comprehensive secretarial and administrative support to the executive team. This includes delivering prompt, courteous and effective communication with internal and external stakeholders, and managing a range of functions to support the achievement of directorate goals and the smooth, efficient operation of Council.



## Our Vision

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.



## Our Mission

Together, we will work effectively today to shape our exceptional future tomorrows.



## Our Values

- Accepting of diversity
- Sense of community
- Respect for people, environment and culture

# About the role

<p><b>Position’s key responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Provide confidential administrative and secretarial support to the CEO, ensuring the CEO maintains a high level of awareness of matters coming into and out of the office to effectively respond to enquiries and exercise sound judgement on the manner of response. The role delivers comprehensive executive support to manage the day-to-day operations of the Executive Office, consistently meeting deadlines and balancing competing priorities. Diary management and scheduling, Management of incoming and outgoing emails, correspondence and public enquiries to prioritise, analyse, monitor and/or re-direct to the appropriate officer within the organisation.</li> <li>2. Manage travel arrangements, including relevant allowances and acquittals for CEO.</li> <li>3. Prepare and compile documentation for Council meetings, with an attention to detail, including reports, agendas, minutes and actions, ensuring documents are appropriately managed and recorded.</li> <li>4. Comply with statutory obligations of the Northern Territory <i>Local Government Act</i> and Regulations in relation to matters pertaining to the Chief Executive Officer,</li> <li>5. Write standard reports and participate in the creation of Council’s Annual and Municipal reports.</li> <li>6. Assist with requests for information from internal and external stakeholders and provide a professional first point of contact for the Chief Executive Officer</li> <li>7. Use Council’s Electronic Record Management System (ERMS) to effectively and efficiently store records and information and ensure records are kept according to disposal schedules.</li> <li>8. Work in conjunction with other Council employees to deliver excellent services to the Katherine Community, share ideas and resources, collaborate, cooperate and foster happy working relations.</li> <li>9. Other responsibilities as directed by the CEO or Manager Governance and Risk at level.</li> </ol>
<p><b>Organisational responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace. Ensure all works that are undertaken, both by self and staff, are done in a safe and practical manner. Ensure necessary Personal Protective Equipment (PPE) are always being worn.</li> <li>2. To be responsible for ensuring own safety and health and that of other people in the workplace.</li> <li>3. Develop, implement and maintain the Katherine Town Council’s Katherine Town Council Emergency Sub Plan Sub-Plan in the event of a disaster.</li> <li>4. Foster sustainable, honest relationships with the community and stakeholders</li> <li>5. Perform and deliver results that align with organisations strategic direction and serve our community.</li> </ol> <p>Work in accordance with Council’s Vision and Mission statement.</p>

<b>Level of Responsibility</b>	
<b>Authority &amp; Accountability</b>	The exercise of discretion within standard practices and processes may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.
<b>Judgment &amp; Problem Solving</b>	Skills to solve problems involving a degree of complexity, including the assessment of multiple options to inform sound decisions and well-considered recommendations.
<b>Specialist Knowledge &amp; Skills</b>	Specialist knowledge across multiple advanced skill areas relevant to complex post-trades functions or specialist disciplines, developed through formal training and/or on-the-job experience.
<b>Management Skills</b>	Ability to co-ordinate with a team of employees, supporting motivation and monitoring performance to achieve desired work outcomes.
<b>Interpersonal Skills</b>	Persuasive communications skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.

## About you

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience supporting senior executives or leadership teams</li> <li>• Experience in: <ul style="list-style-type: none"> <li>○ Managing complex diaries and competing priorities</li> <li>○ Preparing high-level correspondence, reports, and briefing notes</li> <li>○ Coordinating meetings, including agenda preparation and minute-taking</li> <li>○ Handling sensitive and confidential information with discretion</li> <li>○ Stakeholder engagement (internal and external)</li> </ul> </li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Essential Qualifications <ul style="list-style-type: none"> <li>○ Certificate IV or Diploma in Business Administration (or equivalent)</li> <li>○ Advanced proficiency in Microsoft Office Suite</li> </ul> </li> <li>• Desirable / Highly Regarded Qualifications <ul style="list-style-type: none"> <li>○ Diploma or Advanced Diploma in Business, Management, or Leadership</li> <li>○ Qualifications in Governance or Public Administration</li> </ul> </li> </ul>

<b>Selection criteria</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Current 'C' Class Drivers Licence.</li> <li>• Demonstrated experience in an executive assistant position within local government or equivalent experience in a similar executive support role.</li> <li>• Exceptional written and verbal communications skills, interpersonal and negotiation skills with proven ability to effectively communicate and liaise with internal and external stakeholders and customers.</li> <li>• Knowledge of various federal and state legislations, statutory obligations and Council policies to make informed decisions.</li> <li>• Highly effective time management and organisational skills in a high pressure, target-driven environment with strong attention to detail, analytical skills and ability to methodically problem solve.</li> <li>• High level of accuracy and have exceptional attention to detail with executive level matters.</li> <li>• Demonstrated experience in the management of an executive office and the ability to maintain confidentiality and work with information of a sensitive nature.</li> </ul> <p>Minimum experience of 2 years in similar or related role.</p>

<b>ACKNOWLEDGMENTS</b>		
<b>Employee:</b>		<b>Date:</b>
<b>Manager/HR:</b>		<b>Date:</b>
<b>Financial delegation</b>	<b>\$tba</b>	
<b>Reviewed by:</b>	<b>Manager, People and Culture</b>	
<b>Review date:</b>	<b>25 March 2026</b>	
<b>Approval date:</b>	<b>26 March 2026</b>	
<b>Approved by:</b>	<b>CEO</b>	