

Position Title	Media and Executive Assistant to the General Manager
Position Number	1002
Division	General Manager's Office
Branch	Media & Executive Assistant
Salary Level	Level 7
Reports to	General Manager
Principal Collateral Relationships	Mayor, Councilors, Federal Government authorities as appropriate, community members and general public and all NIRG Managers

Position Objectives

To provide day to day high level administrative support to the General Manager and the Mayor, including but not limited to, researching issues, preparing draft reports, minutes, diary and meeting managements, catering, drafting and managing media releases, and liaising with managers and external parties on behalf of the General Manager and the Mayor.

Key Accountabilities

- Provide executive and corporate support to the General Manager including organising the recording minutes of meetings, distribution of business papers, inwards correspondence, record keeping, travel arrangements and catering as required.
- Timely and accurate preparation of Councils' Business Paper Agenda, accurate minute taking at Council meetings, development and monitoring of the workflow of the resolutions of Council and documents for public exhibition.
- Provide assistance to Managers/Team Leaders in the development of agendas and minutes for Advisory Committees.
- Provide executive and corporate support to the Mayor and Councilors as authorised by the General Manager.
- Provide excellent public relations and customer service to triage all in-coming communications for the General Manager and Mayor to be dealt with as required.
- Draft correspondence, reports, briefs, speeches and submissions on behalf of the General Manager.
- Draft and co-ordinate the weekly media releases and the Government Gazette
- Develop and manage the budget for the General Manager's Office.
- Attend to and resolve escalated and unusual customer problems.
- Display a professional image, unquestionable confidentiality, and have excellent interpersonal skills.
- Other duties as directed by the General Manager.

Competencies

- Proficiency in executive administration skill and support with a proven ability to plan, prioritise and coordinate multiple tasks with competing priorities and tight deadlines.
- The ability to perform detailed research and produce a high standard of reports using a variety of electronic forms.
- Demonstrated strong communication skills demonstrating an ability to liaise cohesively and concisely with a broad range of stakeholders using both written and oral forms.
- The capacity to work closely with senior management, demonstrating a strong work ethic and maintain confidentiality.
- Provide high quality reception for guests of the council and the ability to coordinate hospitality duties and catering when required.
- Strong public relations and media skills to access the press, free to air and websites to disseminate the Council's news releases as required.
- Solid understanding of the local government legal framework (preferably NSW but not essential) and ability to quickly search and find information relating to relevant acts and regulations
- Experience in using business paper agenda software such as "Info Council" or equivalent.

Qualifications

- A degree in a business administration/marketing/media or related discipline and/or at least 3 years of equivalent experience
- Extensive experience providing high level corporate and executive support
- Advanced computer skills – Word, spreadsheets, databases, presentation software, e-mail and the internet

Date Authorised	May 2019