

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 + market rate \$5,000
Reports to	General Manager
Principal Collateral Relationships	Mayor, Councilors, Federal Government authorities as appropriate, community members and all Council Managers/staff. Direct report: Section Leader Radio

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.

To oversee the functions of media and communication, radio and written media. Draft, proof and deliver media releases and briefings for the Mayor and General Manager and staff across the organization.

Provide high quality corporate communication, advice to stakeholders and staff engagement for key internal projects and initiatives undertaken across Council and quality customer service and create value for the community.

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.
- Coordinate content plans for internal corporate communication channels and coordinate timely dissemination of content across all channels including media release section of the intranet, emails and averse the function of Council's Radio Station.

- Accurately plan, prepare and construct a wide range of Council materials including presentations, intranet copy, brochures, fact sheets, briefing notes, speech notes, correspondence and other communication activities;
- Specifically draft correspondence, reports, briefs, speeches and submissions on behalf of the General Manager and Mayor;
- 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

- Expertise in executive administration skill and support with a proven ability to plan, prioritise and coordinate multiple tasks with competing priorities and tight deadlines.
- Demonstrated ability to undertake high level detailed research and produce a high standard of reports using a variety of electronic forms.
- Demonstrated ability to apply excellent written and verbal communications skills across a variety of forums, including publications, presentations and intranet;
- 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.
- Ability to build strong business partnerships and develop a deep understanding of Council services in delivering contemporary communication initiatives to meet the needs of the Council.
- Demonstrated experience in developing and managing a broad range of communication projects with defined objectives and deadlines.
- 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

- Degree qualifications in Business Administration, Communications, Public Relations or Media, and a minimum of 3 years' experience in a similar executive assistant role;
- Advanced computer skills – Word, spreadsheets, databases, presentation software, e-mail and the internet;
- Local government working experience with knowledge of the Local Government Act and other relevant legislation is desirable.

Acknowledgement	
<p>This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.</p>	
Date Authorised	June 2019