



POSITION DESCRIPTION

Position Title			
Location	Jabiru or Darwin	Department	Office of the CEO
Position Level	Level 6	Work Group	Office of the CEO
Position Type	Permanent / Full time	Approval Date	April 2026
Coverage	WARC Enterprise Agreement	Approved By	CEO

Position Objective

This position will provide a full range of executive, secretarial and administrative services for the Mayor and Chief Executive Officer (CEO). It will also be responsible for providing a full range of timely confidential and executive support to other elected members and the Executive Team as required. Activities include but are not limited to high-level administration support, records management, customer service, agenda and minute preparation and diary management.

Key Duties and Responsibilities

1. Providing a professional level of administrative assistance including the research, preparation, editing and formatting of high-level reports, presentations, documents, letters and email correspondence; ensuring timeliness and a high degree of accuracy, whilst monitoring follow-up actions.
2. Setting priorities, managing and coordinating activities effectively to meet deadlines and achieve high quality results, including but not limited to:
 - a. providing timely and effective diary management by prioritising and organising meetings with internal and external stakeholders, ensuring that the CEO is well briefed and prepared for all engagements;
 - b. coordinating travel and accommodation requirements for the CEO and elected members, and organising meetings, workshops, seminars and related forums as required;
 - c. providing relief and backup support in the preparation of formal agendas and minutes for Council/Committee meetings and managing workshop arrangements ensuring that all documents are developed and distributed within established legislative time frames;
 - d. preparing and disseminating Executive and other meeting papers and minutes on a regular basis;
 - e. maintaining a high level of awareness of matters coming into or out of the CEO's office to effectively respond to enquiries; and
 - f. reviewing and recording all incoming correspondence and emails, including redirecting to appropriate parties for action and following up on the preparation of responses.
3. Maintain the CEO's confidence and protect Council by keeping information confidential and putting in place processes to manage highly confidential information.
4. Assist the CEO with time management by reading, researching and routing correspondence, drafting letters and documents, collecting and analysing information, and initiating telecommunications.
5. Carry out projects, research issues and provide other assistance, as required.
6. Develop and maintain relationships by working collaboratively, communicating effectively and providing quality customer service to stakeholders.
7. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the CEO which are within the employee's skills, competence and training.

Essential Criteria

1. Highly developed organisational skills with proven ability to operate calmly and efficiently under pressure, deal effectively with competing demands, produce high quality work within limited timeframes, and be adaptable to change.
2. Exceptional verbal and written communication skills with a high level of attention to detail.
3. Ability to liaise with a broad range of stakeholders including an ability to communicate sensitively and effectively with Aboriginal people.
4. Proven capacity to maintain a high degree of discretion, ability to anticipate, and exercise sound judgement in dealing with sensitive and confidential matters.
5. Highly proficient computer skills including experience in the Microsoft suite (advanced word and excel desirable), internet and e-mail.
6. Ability to work autonomously and as a team member.
7. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
8. Qualifications / licences:
 - a. Current C Class Drivers licence, at a minimum

Desirable Criteria

1. Tertiary qualifications (or Advanced Certificate or Associate Diploma) in business administration or lesser qualifications with extensive experience.

Organisational Relationships & Further Information

Reports to	CEO	Supervises	None
Internal liaising	Mayor Councillors Other managers All staff	External liaising	Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.