

POSITION DESCRIPTION

Executive Assistant to the Directors			
Position Title			
Location	Darwin	Department	Community and Council Services, Corporate Services, and Technical Services
Position Level	Level 6	Work Group	Administration
Position Type	Permanent / Full time	Approval Date	15 September 2026
Coverage	WARC Enterprise Agreement	Approved By	CEO

Position Objective

To deliver professional executive and administrative support to the Directors of Community and Council Services, Corporate Services, and Technical Services, ensuring the effective coordination of executive activities, correspondence, meetings, and operational priorities, while providing relief support for Council travel function and the Executive Assistant to the Mayor and Chief Executive Officer.

Key Duties and Responsibilities

1. Provide high-level executive and administrative support to the Directors, ensuring efficient coordination of priorities, workflows, and organisational objectives, and leave relief to the Executive Assistant to the Mayor and Chief Executive Officer.
2. Coordinate and manage executive diaries, including scheduling meetings, appointments, community consultations, and engagements with internal and external stakeholders.
3. Manage and coordinate incoming correspondence and enquiries, ensuring timely responses, appropriate referral of matters, and effective follow-up on actions and outcomes.
4. Assist with the preparation and review of reports, briefing papers, presentations, correspondence, agendas, minutes and other corporate documentation to support informed decision-making and effective organisational governance.
5. Provide administrative support for meetings, workshops, seminars and events, including preparation of meeting documentation, record keeping, and distribution of outcomes and action items.
6. Coordinate travel, accommodation and related logistical arrangements for Directors.
7. Provide leave relief for Council's travel coordination function, including arranging travel and accommodation, assisting with travel acquittals, and undertaking associated administrative processes as required.
8. Maintain accurate corporate records, registers, databases and information management systems, ensuring records are current, accessible and managed in accordance with Council requirements.
9. Maintain strict confidentiality and professionalism in the management of sensitive information, records, correspondence, and matters of a confidential nature.
10. Develop and maintain effective working relationships with employees, community members, government agencies, contractors and other stakeholders, providing professional customer service and facilitating effective communication across the organisation.
11. 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 Councils executive Directors which are within the employee's skills, competence and training.

Essential Criteria

1. Demonstrated experience of at least three (3) years in a similar executive administration, executive support, or business support role.
2. Demonstrated highly developed organisational and time management skills, with the ability to manage competing priorities, work effectively under pressure, adapt to changing circumstances, and consistently deliver high-quality outcomes within tight timeframes.
3. Exceptional verbal and written communication skills with a high level of attention to detail.
4. Highly proficient computer skills including experience in the Microsoft suite (advanced word and excel desirable), internet applications, email systems and corporate record management systems.
5. Proven capacity to maintain a high degree of discretion, ability to anticipate, and exercise sound judgement in dealing with sensitive and confidential matters.
6. Ability to work autonomously and as part of a team, demonstrating initiative, flexibility, accountability and a collaborative approach to achieving objectives, supported by strong problem-solving skills.
7. Ability to liaise with a broad range of stakeholders including an ability to communicate sensitively and effectively with Aboriginal people.
8. 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.
9. 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	Shared reporting Director of Community and Council Services, Director Corporate Services and Director Technical Services	Supervises	None
Internal liaising	Other managers All staff	External liaising	Government representatives, Community organisation representatives Community members and stakeholders, 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.		
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.