

Position Description

Position Title	Executive Assistant
Position Number	1002
Section	Office of the General Manager
Salary Level	Level 6
Reports to	Office Manager – Office of the General Manager

Position Objectives

- The Executive Assistant (EA) provides day-to-day high level executive and administrative support to the General Manager and Council's Administrators, including but not limited to, diary and meeting management, confidential communication, staff travel arrangements, invoice processing, electric vehicle scheduling, researching, preparing draft reports, minutes, catering, and liaising with managers and external parties on behalf of the General Manager and the Administrators.
- Provide high quality corporate support and customer service and advice to stakeholders and staff across Council.

Key Accountabilities

- Provide confidential, proactive, and high-level executive support to the General Manager, including coordinating meeting minutes, managing correspondence, distributing business papers, invoice processing and arranging travel as required.
- Coordinate the allocation, maintenance, charging, and cleaning schedules of Council's electric vehicles.
- Responsible for the setup and reset of meeting rooms, including Council Chambers, Committee Room, and the Executive area of the Bicentennial Building.
- Act as a liaison between the General Manager and internal/external stakeholders, managing communications and ensuring timely responses.
- Assist in the preparation of Council's Business Paper Agendas, accurate minute-taking, tracking resolution workflows, and coordinating documents for public exhibition.
- Provide assistance to Managers/Team Leaders in the development of agendas and minutes for Advisory Committees, if required.
- Provide executive and corporate support to the Council Administrators and Executive Management as authorised by the General Manager.
- Draft and prepare a wide range of Council materials, including presentations, intranet content, factsheets, briefing and speech notes, correspondence, and other communications.
- Provide high quality reception for guests of the Council and the ability to coordinate hospitality duties and catering when required.
- Maintain accurate and timely records in accordance with Council procedures and systems.
- Demonstrated ability to work independently and exercise sound judgment in a dynamic environment.
- Ensure all matters are handled with the highest level of confidentiality, professionalism and discretion.
- Other duties as directed by the General Manager or Office Manager – Office of the General Manager.

Competencies	
<ul style="list-style-type: none"> • Expertise in executive administration and support with a proven ability to plan, prioritise and coordinate multiple tasks with competing priorities and tight deadlines. • High attention to detail. • Proven written communication skills including experience preparing reports and proposals, drafting correspondence and interpreting and presenting information. • Capacity to work closely with senior management, demonstrating a strong work ethic and confidentiality. • Experience in using business paper agenda software such as “Resolve” or equivalent and computer skills in MS Office. • Experience in Canva, PowerPoint and SharePoint will be highly regarded. 	
Qualifications	
<ul style="list-style-type: none"> • Relevant qualifications in Business Administration or similar or equivalent work experience. 	
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	January 2026