



Position Description

Executive Assistant to the Mayor and Chief Executive Officer

Department:	Office of the Chief Executive Officer
Reports to:	Chief Executive Officer
Employment Instrument:	<i>Palm Island Aboriginal Shire Council Certified Agreement 2010, Queensland Local Government Industry (Stream A) Award – State 2017</i>
Location:	Palm Island

Palm Island Aboriginal Shire Council

Palm Island Aboriginal Shire Council serves the Manbarra and Bwgcolman peoples through community centred leadership, cultural respect, and a commitment to safety and excellence. Everything we do is focused on supporting our community to build a strong, vibrant local economy that sustains our people now and for future generations.

We're building a place-based workforce to deliver our Corporate Plan 2026–2031, expanding opportunities for Palm Island people and other professionals who want their work to have impact.

Our Values

- **Service to Community** – We act for the wellbeing, safety, and future of our people.
- **The Bwgcolman Way** – We work with respect, culture, unity, and accountability.
- **Safety First** – We protect our people, workplaces, and island through safe decisions and behaviours.
- **Leading for Excellence** – We strive for quality, continuous improvement, and responsible stewardship.

Role Purpose

The Executive Assistant to the Mayor and Chief Executive Officer provides high-level, confidential and culturally respectful executive, administrative and coordination support to the Mayor and Chief Executive Officer. The role enables both offices to operate effectively through disciplined diary and correspondence management, meeting and travel coordination, preparation of briefs and records, stakeholder liaison, and timely follow-up of decisions and commitments.

The position is a trusted coordination point between the Mayor, Councillors, Chief Executive Officer, Executive Leadership Team, employees, community members, Elders, government representatives and external partners. It supports respectful engagement, reliable information flow and professional representation of Council while protecting confidentiality, cultural protocols, privacy and records integrity.

The role reports administratively to the Chief Executive Officer and supports the Mayor in carrying out the Mayor's statutory and civic responsibilities. It does not exercise delegated

decision-making authority unless formally authorised and must maintain the distinction between the elected Council's strategic and representative role and the Chief Executive Officer's responsibility for the administration of Council.

Key Responsibilities

Executive, Diary and Office Coordination

- Manage the Mayor's and Chief Executive Officer's diaries, appointments and competing priorities, including confirming purpose, participants, location, travel time, briefing needs and follow-up actions.
- Coordinate daily workflows for both offices, triage requests, identify urgent or sensitive matters and escalate them promptly to the appropriate executive.
- Prepare meeting packs, agendas, briefing folders, speaking notes, presentations and background material, ensuring documents are accurate, complete and provided on time.
- Coordinate travel, accommodation, transport, venue and itinerary arrangements, including changes and contingencies, in accordance with approved budgets and Council requirements.
- Monitor correspondence, commitments, invitations and deadlines and maintain reliable action registers and bring-forward systems.
- Coordinate civic duties, official visits, ministerial and dignitary engagements, community meetings, ceremonies and Council-hosted functions involving the Mayor or Chief Executive Officer in consultation with Council's Events Team.
- Prepare, format and quality-check confidential correspondence, reports, briefing notes, invitations, acknowledgements, speeches and other executive documents.
- Receive visitors and enquiries professionally and sensitively, provide approved information and refer matters to the appropriate Council area.
- Support continuity of executive office operations during absences, emergencies and periods of high workload.

Governance, Risk and Compliance

- Maintain strict confidentiality and use sound judgement when handling legal, employment, commercial, community, Councillor and executive information.
- Support lawful and transparent governance by ensuring requests, instructions and correspondence are documented, appropriately authorised and directed through established Council processes.
- Maintain the separation between the elected Council's strategic and representative role and the Chief Executive Officer's administrative responsibilities; promptly escalate requests that may cross statutory, operational or employment boundaries.
- Maintain complete and accurate records of executive correspondence, approvals, meeting material, decisions, invitations, gifts or benefits notifications and stakeholder commitments in approved systems.
- Coordinate responses and follow-up arising from Council resolutions, executive meetings and official engagements without altering decisions or giving commitments beyond authorised instructions.
- Identify and escalate governance, reputational, cultural, safety or operational risks to the Chief Executive Officer or relevant authorised officer.

Executive Office Administration and Resources

- Maintain orderly office systems, contact lists, templates, registers, filing structures and forward schedules for the Mayor's and Chief Executive Officer's offices.
- Prepare approved purchase requests, travel documentation, monitor executive office expenditure and retain supporting records.
- Coordinate office supplies, meeting facilities and other resources required for effective executive operations.
- Process invoices, travel claims, reimbursements and approved hospitality or civic expenses in accordance with Council policy and delegated authority.
- Undertake approved procurement activity in accordance with Council's procurement policy, financial controls and probity requirements.

Meeting, Correspondence and Action Management

- Coordinate executive, leadership, civic and stakeholder meetings, including scheduling, agendas, papers, venues, technology and catering where required.
- Attend meetings as directed, take accurate notes or minutes, record actions and monitor completion.
- Draft and coordinate responses to community, government, business and stakeholder correspondence for approval and signature.
- Track referrals and actions to relevant directors or managers and provide the Mayor and Chief Executive Officer with timely status updates.
- Ensure final documents, approvals, minutes and correspondence are captured in Council's recordkeeping system.

Support to the Mayor

- Coordinate the Mayor's civic, ceremonial, advocacy and community engagement commitments and ensure the Mayor is appropriately briefed.
- Support respectful communication with Councillors while ensuring operational requests and employee-related matters are referred through the Chief Executive Officer or established Council process.
- Coordinate invitations, acknowledgements, speeches, community messages, official correspondence and representation arrangements for approval.
- Maintain awareness of cultural protocols, Sorry Business and community priorities when scheduling or preparing engagements.

Support to the Chief Executive Officer

- Coordinate the Chief Executive Officer's priorities, executive meetings, management actions, stakeholder commitments and reporting deadlines.
- Prepare and collate confidential briefing material, reports and correspondence and follow up required input from directors and managers.
- Monitor matters referred by the Chief Executive Officer and provide accurate status information without making unauthorised commitments.
- Assist with confidential workforce, governance and organisational matters strictly as authorised by the Chief Executive Officer.

Stakeholder Engagement & Communication

- Build and maintain respectful working relationships with Councillors, employees, Elders, families, community organisations, government agencies, service providers and visitors.
- Act as a professional first point of contact for the Mayor's and Chief Executive Officer's offices while maintaining impartiality, discretion and appropriate boundaries.
- Coordinate official visits and engagement with ministers, Members of Parliament, government departments, regional bodies and partner organisations.
- Communicate sensitively with community members, including during Sorry Business or other significant cultural and community matters, and seek cultural guidance where appropriate.
- Prepare approved community notices, invitations, acknowledgements and executive messages in plain, respectful and culturally appropriate language.
- Ensure enquiries and commitments are accurately recorded, referred and followed up, and that stakeholders receive timely advice within the limits of the role's authority.

Key Relationships

Internal

- Mayor and Councillors
- Chief Executive Officer
- Executive Leadership Team
- Governance and Council meeting support staff
- People and Capability, Finance, Procurement and Communications teams
- Managers, supervisors and employees across Council

External

- Elders, residents, families and community representatives
- Queensland and Australian Government representatives and agencies
- Regional councils and local government sector bodies
- Community organisations, schools and service providers
- Legal, audit, governance and professional advisers
- Suppliers, contractors, media and visiting dignitaries
- Other stakeholders engaging with the Mayor or Chief Executive Officer

Position Requirements

Essential

- Demonstrated ability to manage complex diaries, competing priorities, meetings, travel, correspondence and action registers with minimal supervision.
- Good written communication and document preparation skills, with strong accuracy, grammar, formatting and attention to detail.
- Proven discretion, integrity and judgement in handling confidential, politically sensitive, legal, employment and community information.
- Ability to build respectful relationships and communicate professionally with elected members, executives, employees, Elders, community members and government representatives.

- Sound understanding of culturally respectful engagement with Aboriginal and Torres Strait Islander communities, or demonstrated capacity to learn and apply Palm Island cultural protocols.
- Strong digital capability, including Microsoft 365 applications, electronic records management, online meetings and document collaboration.
- Ability to understand and maintain governance boundaries between elected members and Council administration.
- Current Queensland “C” Class Driver’s Licence.
- This is an identified position. Applicants must identify as Aboriginal and/or Torres Strait Islander. Preference will be given to applicants who are Bwgcolman or Manbarra people, have strong cultural and community connections to Palm Island, and possess demonstrated knowledge of Palm Island protocols, community structures and cultural practices.

Desirable (or willingness to obtain)

- Experience supporting a Mayor, Councillors, Chief Executive Officer, board or executive leadership team.
- Experience in Queensland local government, a remote community or an Aboriginal and Torres Strait Islander community setting.
- Knowledge of the Local Government Act 2009, Local Government Regulation 2012, public sector ethics, privacy, records management and meeting processes.
- Experience preparing agendas, minutes, executive briefs, speeches, presentations and high-level correspondence.
- Training in governance, records management, privacy, cultural capability or project coordination.

Success Profile (Behaviours)

- Demonstrates integrity, discretion and impartiality at all times.
- Works respectfully with community, Elders, Councillors, executives, staff and stakeholders.
- Applies the Bwgcolman Way and local cultural protocols in daily work.
- Anticipates needs, plans ahead and follows through reliably.
- Communicates clearly, calmly and professionally in sensitive situations.
- Maintains strong attention to detail and produces accurate, timely work.
- Uses sound judgement about urgency, confidentiality, authority and escalation.
- Remains composed, flexible and solutions-focused when priorities change.
- Builds trust through responsiveness, fairness and accountability.
- Works constructively across elected and administrative parts of Council while maintaining appropriate boundaries.
- Upholds Council values, policies and professional standards.

Compliance Requirements

All employees must comply with:

- Council policies and procedures

- Work Health and Safety legislation
- Council's Code of Conduct
- *Public Sector Ethics Act 1994*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Council procurement, financial management, recordkeeping and risk management requirements
- Any other legislation, standards, licences, permits or approvals relevant to the duties of the position

Position Description Approval

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Palm Island Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Chief Executive

Officer: _____ **Signature:** _____
(Name)

Date: _____

Position Acceptance

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____