

Job Description



Name:

Position Title: Executive Support

Department: Executive

Reports to: Chief Executive

Supervises: N/A

Status: Negotiable up to Full-time. Part-time will be considered.

Classification: General Officer Level 4.1

Position Objectives

- Provide high level and confidential secretarial and administrative support to the Chief Executive and Administrator
- Manage all administrative aspects relating to Council Meetings and Audit Committee, etc including preparation of agendas, minutes and distribution of documentation
- Undertake a range of project and administrative support functions

Position Detail

Provide executive secretarial services to the Chief Executive and the Administrator which include;

- managing and coordinating the Chief Executive's diary, including arranging meetings and travel requirements
- communicating directly on behalf of the Chief Executive regarding matters related to the Executive Office in a timely and courteous manner
- maintaining information systems and records
- prepare and produce high quality documents, correspondence, agendas and other forms of communication in a confidential manner and to a high standard
- monitor actions on outstanding matters
- monitor the Chief Executive's incoming correspondence including emails and receive messages and inform of important and emerging matters
- display a high degree of discretion, confidentiality, initiative and adaptability
- organise functions and events as required
- maintain effective working relationships with all internal and external stakeholders

Undertake a range of administrative support services related to meetings, including:

- identify deferred matters, co-ordinate agenda items and prepare agendas and associated documents

- arrangement and distribution of documents
- prepare and distribute minutes and papers
- prepare and follow up Council Resolution Register and Council Meeting Action Plan
- transfer information to related files
- identify and follow up action items

Council housing:

- liaise with the Property Manager
- Monitor housing utility allowances

Personal Criteria

Skills

- Demonstrated high level of effective interpersonal, verbal and written communication skills
- Strong time management, organisational and coordination skills
- Demonstrated proficient computer skills, especially Microsoft Office
- Professional, trustworthy and team oriented
- Comprehensive knowledge of administrative procedures, guidelines, practices, policies and activities applicable to an office and/or local government environment
- High degree of confidentiality, discretion and diplomacy
- Highly proficient, proactive, resilient and positive-minded
- Strong commitment to, and focus on, customer service and contributing to establishing strong community relationships, maintaining networks and close working relationships with the Administrator and Chief Executive, Group Managers, Council staff and other stakeholders
- Willingness to contribute to a team approach to providing high quality responsive customer service
- Superior organisational skills and ability to multi-task and prioritise conflicting deadlines
- Ability to analyse information as requested, demonstrating resourcefulness and the ability to work autonomously
- Be able to 'read the play', be flexible and happily adapt to a constantly changing environment

Knowledge

- Good knowledge of local government's role in providing services to its residents and constituents is desirable
- An appreciation of quality management and best practice principles
- Working knowledge of Council policies and procedures relevant to the area
- Knowledge of the fundamentals and protocols of organising ceremonies, functions and receptions
- Understanding of an executive assistant role and associated procedures

Experience and/or Qualification

- Experience in a secretarial and/or administrative support role at a senior level
- Experience in clerical procedures, file management and all aspects of meeting procedures and administration
- Ability to interpret and resolve initial telephone and customer enquiries
- Ability to communicate effectively with a diverse range of people including community, staff and external organisations

WHS and Risk

All employees are required to:

- Comply and be familiar with the work, health and safety (WH&S) legislation, Council policies and procedures and applicable standards
- Take responsible care of their own health and safety and that of others abiding by their duty of care responsibility within the legislation
- Be aware of relevant training courses available and be able to attend those that are job specific
- Attend and complete WH&S induction
- Support Council in the development and maintenance of a culture that encourages and promotes a safe and healthy working environment
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Report any injury, hazard or illness immediately to their supervisor
- Wear and use PPE provided as per instructions when required
- Not wilfully or recklessly interfere with safety equipment
- Conduct and/or participate in workplace inspections as applicable
- Manage and maintain accuracy of contractor documents for their respective departments
- Attend risk and hazard management training as required
- Demonstrate a good understanding of hazards and risks that are applicable to their departments or contractors.
- Have a general awareness of regarding recognition of hazards

Special Conditions

- National Police Clearance (or willingness to obtain)
- Drivers Licence

Confidentiality

Security and confidentiality is a matter of concern for all persons who have access to information systems. Each person accessing the Municipal Council of Roxby Downs documents and resources holds a position of trust relative to this information and must recognise the

responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- Respect the privacy and rules governing the use of any information accessible through the information management system or network, and only utilise information necessary for the performance of work duties
- Respect the procedures established to manage the use of the information management and systems
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available in accordance with the Code of Conduct for Council Employees
- Do not access, exhibit or divulge the contents of any records or reports except to fulfil work duties
- Do not knowingly include or cause to be included, or exclude or cause to be excluded, inaccurate or misleading entry in any records or report
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it
- Understand that all access to systems will be audited regularly

Persons breaching this standard either during or after serving as an employee of the Municipal Council of Roxby Downs may be subject to penalties, including disciplinary action and dismissal.

Accountability

The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, contractors, visitors and the general public.

The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Roxby Downs Council's Records Management Policy, other related policies and the State Records Act 1997.

Personnel who undertake duties for higher level positions are accountable for ensuring that in accepting the back-up position, the WHS & legislative requirements relevant to that role are referred to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide ongoing compliance with the WHS Management System.

Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Act, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance.

Acknowledgement

Job Description authorised by: Signature: ____ / ____ / ____
(Position)

Job Description agreed by: Signature: ____ / ____ / ____
(Name)

Date Position Description last reviewed ____ / ____ / ____