

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER



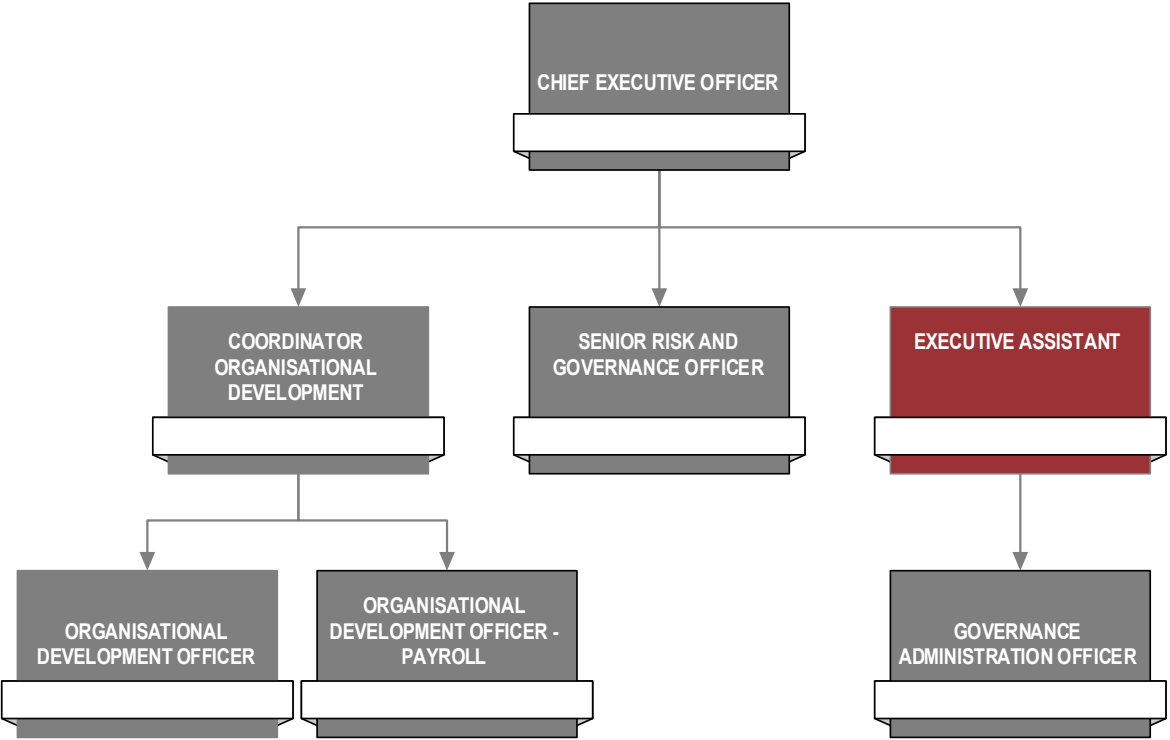
POSITION DESCRIPTION

1. ORGANISATIONAL CONTEXT

To undertake tasks and provide support to the Chief Executive Officer and Council that promotes Council ability to provide accurate and efficient delivery of services.

- 1. To understand and work towards achieving the Shire's Vision, Mission and Commitment statements.
- 2. To behave in a professional, supportive manner and cooperate with fellow Officers.
- 3. Support behaviours which comply with the Shire's values and strive towards a high standard of service delivery to the organisation and the community.

2. POSITION CONTEXT



3. POSITION OBJECTIVES

- To provide leadership, direction, support and deliver efficient, effective and compliant confidential secretarial support to the Chief Executive Officer (CEO) and Council;
- Contribute to ensure the Shire meets its statutory obligations in a timely manner;
- Contribute to the development, implementation and achievement of the Department's Business Plan; and
- Contribute to the effective operation of the Chief Executive Office, Governance and the Shire as a whole.

4. KEY RESPONSIBILITIES

The Executive Assistant to the CEO is primarily responsible for the coordinator of the day to day activities of the CEO and will:

Customer Service

- Develop harmonious relationships with all customers and key stakeholders, both internal and external;
- Treat all customers with professionalism, dignity and respect;
- Promptly attend to customer enquiries in a courteous and effective manner;

Technical Outcomes

- Ensure all tasks are performed with discretion, judgement and confidentiality;
- Ensure business and legislative requirements are adhered to at all times;
- Ensure accurate and professional administrative support is provided to the CEO and Council;
- Oversee the delivery of accurate and timely Council agenda's and minutes;
- Assist the CEO and Executive Management Team via the delivery of accurate and timely team meeting agendas;
- Manage and coordinate the work of the Officers under direct supervision;
- Facilitate the efficient flow of material received on behalf of the CEO and Council, distribute and action or follow up as required;
- Develop procedures, guidelines and policies and coordinate any enhancements in consultation with other Officers as directed by the CEO;
- Deliver accurate and timely reports and documentation to the CEO as required;
- Coordinate projects for the CEO and provide status reporting as required;
- Coordinate the reporting of actions from Council resolutions;
- Manage the coordination and quality control of all department documentation;
- Act as public liaison for the CEO;
- Assist the Governance Administration Officer with organising special events and ceremonies held by the Shire including, but not limited to, Citizenship ceremonies, VIP visits, and others as required in liaison with Community Development;
- Oversee and assist the Governance Administration Officer to deliver quality corporate communications through multiple communications platforms, including quality control;
- Oversee the booking of venues, set up and catering requirements for all events related to the Chief Executive Officer and Council;

- Coordinate and manage all travel requirements, diary management and other administrative tasks for the Chief Executive Officer and Council; and
- Oversee the coordination of the complaints register.

People

- Works to create a great team environment through the use of effective team communication and relationship building skills;
- Participates in the Performance Review and Assessment process; and
- Undertakes development and training as agreed for career and personal development initiatives.

Occupational Health & Safety

- Ensures all projects comply with relevant safety regulations and standards;
- Takes responsibility for own and other’s safety; and
- Complies with all relevant safety policies and procedures

Quality

- Comply with relevant legislation regarding documentation and record keeping and ensure a high standard of general housekeeping is maintained for the area; and
- Undertake quality audits as requested.

Special Conditions

- Some out of hours work may be required including evening and weekends

(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Collective Agreement. They are not an exhaustive list of duties and responsibilities of the position).

5. ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Title:	Executive Assistant to the Chief Executive Officer
Classification:	Level 7
Department:	Office of the Chief Executive / Governance
Supervises:	Governance Administration Officer
Internal Liaison:	Councillors
	Chief Executive Officer
	Directors
	Other Managers

Executive Support Officers

Other Officers

External Liaison: State and Federal Government Departments

Private Sector Organisations

Extent of Authority: Authority to expend up to \$10,000 within allocated budget resources.

The Executive Assistant to the CEO is expected at all times to make judgements and decisions within the scope of this position description in accordance with Council's Vision and established policy, organisational directives and within legislative requirements.

6. KNOWLEDGE AND SKILLS

Organisational:

- Highly developed written and verbal communication skills;
- Competent computer skills;
- Ability to manage one's own time, set priorities, plan and organise work in order to meet specific timeframes and allocated tasks within the role;
- Demonstrated ability to work independently and take ownership to resolve factors that may influence the delivery of service in a timely and accurate manner;
- Demonstrated ability to work within a team environment, manage staff and participate in activities as a team member and support other Governance Officers; and
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing workplace environment.

Interpersonal

- Ability to source cooperation and assistance from other Officers, Managers and Directors to achieve defined objective of the role;
- Ability to identify, discuss and resolve issues with all levels of staff;
- Demonstrated ability to work within tight timeframes and regularly monitored deliverables; and
- Ability to make decisions on all matters which are the responsibility of the Executive Assistant to the Chief Executive Officer position, provided that these are within delegated authority, legislative requirements, established policy and recognised organisational standards.

Change Management

- Ability to recognise issues and use initiative to identify and discuss proposed solutions;
- Ability to promptly respond to changed situations and make sound decisions to ensure the ongoing efficient and effective carriage of key deliverables within the role; and
- Ensure compliance with and adherence to all legislative requirements and business practices at all times.

Commitment, Attitude and Application to Duties

- Provide courteous and prompt attention to requests for information; Demonstration of a positive and proactive attitude;
- Promote the Shire in a positive manner at all times when dealing with external contacts; Promote and encourage continuous improvement strategies for the delivery of accurate and timely documentation from the Department;
- Demonstrated commitment to work outside of normal business hours on those occasions required by the Chief Executive Officer;
- Proven ability to work under pressure and deliver accurate documentation for sign-off within agreed timeframes;
- Take care to ensure one's own safety at work and that of others in the workplace;
- Observe all safe working practices; and
Report all accidents, incidents and any hazardous situation within your work environment to your Manager.

7. ESSENTIAL SELECTION CRITERIA - QUALIFICATIONS, SKILLS AND EXPERIENCE

- Demonstrated track record and extensive experience in a similar role, with strong accuracy and peer review skills;
- High level of written and verbal communication skills that result in effective and appropriate communication with a broad range of people internal and external to the Shire;
- Demonstrated competence in executive level correspondence, report writing and presentations;
- Demonstrated competence in creating minutes and agendas;
- Demonstrated ability to deal with sensitive, political and confidential duties;
- Ability to liaise effectively with a range of stakeholders to establish and maintain strong and productive working relationships;
- Possess a high level of leadership skills including the ability to provide direction, mentoring and support across the organisation in a highly visible area requiring high quality and accurate results often within tight timeframes;
- Highly developed organisational skills with the ability to manage time, work output and priorities and handle a range of tasks with competing priorities;
- Demonstrated ability to work within a team environment;
- A demonstrated high degree of personal integrity and credibility and the ability to represent the Directorate and the Shire with professional competence;
- Proven experience in the use of Microsoft Office products, especially Excel, Word, Outlook and Powerpoint.

8. DESIRABLE SELECTION CRITERIA - QUALIFICATIONS, SKILLS AND EXPERIENCE

- An appropriate TAFE Certificate or Diploma in Local Government Administration/Business Administration or similar, or progression towards completing such a qualification;

- Receptive to new ideas and changing environments and the ability to deal positively with ambiguity and change, recognising opportunities and promoting position involvement within a team environment;
- Working knowledge of structure and role of local government, including awareness of Local Government Act 1995 and associated Regulations.
- Knowledge of the financial system SynergySoft.

9. OTHER REQUIREMENTS

The successful applicant will be required to submit the following documentation. The Shire of Wyndham East Kimberley will reimburse costs.

- National Police Clearance
- Copies of Certified Qualifications
- Driver's License
- Medical Certificate

The successful applicant will be required to sign the staff code of conduct.

I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.

I also understand that this position description may be further reviewed at a future date and consultation with each undersigned party.

Signature of Incumbent

Date

Signature of Manager/Supervisor

Date

Signature of Director/CEO

Date