



## POSITION DESCRIPTION

**Title** : **Executive Assistant**

**Section** : **Operations**

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### 1. POSITION IDENTIFICATION

**Title:** Executive Assistant

**Classification:** Level 7 of Local Government Industry Award 2010

**Section:** Executive

### 2. POSITION OBJECTIVES

To provide confidential executive support to the Director of Operations (DO). Where required assist the Chief Executive Officer, Director of Economic and Community Development, Commercial Manager and Shire President and liaise with Councillors.

Assist if required in the administration processes to ensure the accurate compilation of all agendas, minutes and preparation of correspondence, and to contribute as a team member through identification of initiatives to ensure organisational support tasks are carried out efficiently and effectively.

Contribute to a professional and compatible work environment by providing a helpful, efficient and courteous service to all internal and external customers to reflect a positive image of the Shire of Coolgardie.

### **3. REQUIREMENTS OF THE POSITION**

#### **Skills/Knowledge**

- Proven word processing, formatting and editing skills
- Advanced time management skills
- Advanced organisational skills
- Advanced knowledge and proven experience of minute taking
- Developed record management skills
- Strong ability to work in a team environment
- Working knowledge of Local Government Act 1995, in particular the areas of delegation authority, roles of Council, Councillors, President and CEO, and the relevant section on records management.
- Maintaining a high level of confidentiality at all times
- Apply privacy, anti-discrimination and OSH principles
- Pass a pre-employment medical and drug screen
- Provide a satisfactory National Police Clearance

#### **Qualifications/Experience**

- At least 2 years Personal Assistant experience (preferred)

### **4. KEY DUTIES AND RESPONSIBILITIES**

- Provide confidential administrative and personal assistance to the Director of Operations (DO). If required also to the CEO and Shire President.
- Prioritising issues for the attention of the Director of Operations (DO).
- Arrange meetings and functions as directed by Director of Operations (DO).
- Receive telephone and counter enquiries directed to the DO and initiate appropriate action.
- Arrange appointments and diaries for the (DO) and assist in co-ordinating attendance at various functions/meetings.
- Arrange travel for the (DO) and allocate cost accordingly.
- Maintain up to date information and records kept by the (DO).

- Research and prepare confidential documentation and information as allocated by the (DO).
- Assist the (DO) with the preparation of correspondence as directed.
- Provide assistance and advice to people who telephone and visit the (DO).
- Conduct research, retrieval and/or analysis of information.
- Collation of the Strategic Plan and Annual Report (formatting).
- Perform other administrative duties as directed or required by the (DO).
- If required assist in the preparation of agendas and minutes and ensure minutes are circulated in accordance with Council policy, as well as following up correspondence that result from Council meeting minutes.
- Prepare reports as required by the (DO).
- If required arrange Australian Citizenship Ceremonies and prepare documentation, along with other officers.
- If required assist in the coordination of council meetings, civic receptions, service dinner, staff Christmas party and other council hosted functions.
- Always be supportive of management policies with regard to Councils vision, goals, interpersonal relationships and Code of Conduct.
- Work together with the Executive Assistant CEO to provide support and assistance if required

## **5. GENERAL ACCOUNTABILITIES OF THE POSITION**

### Occupational Health and Safety

- To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at workplaces.
- Proactively comply with all City OSH Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA OSH Act
- 1984, OSH Regulations 1996, all other relevant Regulations, Codes of Practice and Australian Standards.
- As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the OSH Act.
- Must report to their manager, supervisor, OSH Representative, HR and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- Actively promote and participate in the Work Injury Management Program

- Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

**5. ORGANISATIONAL RELATIONSHIPS**

**Responsible to:** Director of Operations.

**Supervisor of:** Nil

**Internal Liaison:** Chief Executive Officer  
Executive Managers  
Staff  
Shire President and Councillors

**External Liaison:** General public including guests and visitors  
Other Local Government Authorities  
Federal and State Departmental and Agency Staff  
Ministers, Politicians and their staff

**7. EXTENT OF AUTHORITY**

As per delegation and policy

**8. SELECTION CRITERIA**

**Essential**

- Sound administrative skills
- Proven organisational and time management skills
- Sound communication skills
- Sound interpersonal skills and public relations experience
- Research skills
- Exceptional customer service skills

- Advanced computer skills
- Ability to work autonomously
- Hold a current 'C' class drivers licence
- Pass a pre-employment medical and drug screen

**Desirable**

- Working knowledge of Local Government

<b>UPDATED</b>	<b>:</b>	<b>4 February 2020</b>
<b>APPROVED BY:</b>		<b>CHIEF EXECUTIVE OFFICER</b>