



POSITION DESCRIPTION

Title : EXECUTIVE ASSISTANT CHIEF EXECUTIVE OFFICER
Section : Executive

1. POSITION IDENTIFICATION

Title: Executive Assistant
Classification: Negotiated
Section: Executive

2. POSITION OBJECTIVES

To provide confidential executive support to the Chief Executive Officer, Shire President and liaise with Councillors.

Play a lead role 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

Qualifications/Experience

- At least five years Personal Assistant experience

4. KEY DUTIES AND RESPONSIBILITIES

- Provide confidential administrative and personal assistance to CEO and Shire President.
- Prioritising issues for the attention of the CEO, Shire President and Councillors
- Arrange meetings and functions as directed by the CEO
- Receive telephone and counter enquiries directed to the CEO, Shire President, Councillors and initiate appropriate action.
- Arrange appointments and diaries for the CEO and Shire President and assist in co-ordinating their attendance at various functions/meetings.
- Arrange travel for the CEO, Shire President and Councillors and allocate cost accordingly
- Maintain up to date information and records kept by the CEO.
- Research and prepare confidential documentation and information as allocated by the CEO.

- Co-ordinate and ensure timely release of information to media outlets.
- Assist the CEO with the preparation of correspondence as directed.
- Maintain and make changes where directed to the Council's Financial Interest Register, Delegations Register and assist the CEO with Primary and Annual Returns and Policy Manuals.
- Order stationary supplies as required.
- Provide assistance and advice to people who telephone and visit the CEO, President and Councillors
- 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 CEO.
- 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.
- Oversee Council meeting arrangements as required and ensure others contributing to these arrangements are similarly organised.
- Prepare reports as required by the CEO
- Attend Committee and Council meetings as Minutes Secretary as directed by the CEO.
- Ensure appropriate actions are in place in relation to any special council meeting ie advertising as per legislation.
- Oversee and give guidance on procedure for agendas and minutes to other administration staff.
- Process and arrange Australian Citizenship Ceremonies and prepare documentation, along with other officers.
- Organise and coordinate council meetings, civic receptions, service dinner, staff Christmas party and other council hosted functions.
- Coordinate functions on behalf of the CEO, President and Councillors (eg organising invitations, programmes, liaising with caterers and guests etc).
- Always be supportive of management policies with regard to Councils vision, goals, interpersonal relationships and Code of Conduct.
- Work together with the Executive Assistant DO 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.

And as relevant:

- Proactively comply with all Councils's 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: Chief Executive Officer

Supervisor of: Nil

Internal Liaison: Chief Executive Officer
Directors
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

- Excellent administrative skills
- Proven organisational and time management skills
- Excellent communication skills
- Excellent 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

UPDATED	:	31st October 2019
APPROVED BY:		CHIEF EXECUTIVE OFFICER