##### POSITION

##### DESCRIPTION

Our organisation values Courage, Accountability, Safety, Team Work, and Honesty in all we do

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| **Position Title:** | Executive Assistant | **Department:** | Executive |
| **Reports to:** | General Manager | | |
| **Subordinate Positions:** | Nil | | |
| **Classification:** | Grade 10 Band 2 Level 2  Step 1 $1150.45 to Step 3 $1236.75 | **Additional Benefits:** | 9.5 % Superannuation  Uniform Allowance  Rostered Day Off |
| **Basis of Employment:** | Permanent Full Time  35 hours per week | **Location:** | Max Centre  30 Heber Street  Moree NSW 2400 |
| **Employment Condition:** | Local Government (State) Award 2017 | **Vacancy Ref:** |  |

## MPSFooter1POSITION OBJECTIVE

To provide high level support for the General Manager and Mayor, assist the General Manager in the discharge of their statutory responsibilities and to work in partnership with others to achieve annual goals, programs and projects of the Office of the General Manager.

To engage internal and external stakeholders to Co-ordinate the agreed outcomes of the General Manager’s Office and the Executive Department.

**ACCOUNTABILITIES

* Assist in ensuring compliance by the General Manager of their statutory duties.
* Provision of high level support to the General Manager in respect of matters concerning his/her Office and high level support to the Mayor.
* Assist in ensuring compliance of Council’s requirements under Integrated Planning and Reporting (IPR) legislation, including the development, production and delivery of the Community Strategic Plan, Delivery Program, Operational Plan, and end of term, annual, six monthly, quarterly and other reporting activities as required.
* Champion and administer the organisation’s planning, reporting and continuous improvement software, including user engagement and support.

## MPSFooter1OBLIGATIONS TO THE ORGANISATION

You are required to cooperate with Council in order to comply with the legislative framework which Council operates under. This includes the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993. You are required to comply with Council’s policies.

**Of specific significance to this role:**

* Local Government Act 1993
* Integrated Planning & Reporting Framework

## MPSFooter1DUTIES

* Ensure a high level of customer service is provided by the Executive Office on behalf of the General Manager and Mayor, including telephone and face to face services and attention to written correspondence and reports,
* Coordinate and organise the General Manager and Mayor’s calendars ensuring that schedules, events, deadlines are effectively addressed,
* Develop and implement key networking arrangements including internal and external meetings and appropriate record keeping,
* Draft correspondence on behalf of the General Manager for his or her consideration and authorization to ensure that timely and effective two-way communication is achieved,
* Provide guidance to other officers of Council in relation to day to day decisions or priorities in the absence of the General Manager, in accordance with his or her directions,
* Coordinate and mentor the work provided by the Executive Support Officer, including review and proof reading of business papers and other official documentation prior to publishing,
* Coordinate the action plan responses for the Executive Department,
* Assist the General Manager in his/ her reporting tasks,
* Coordinate the Disclosure of Information (Pecuniary Interest) for Councillors, the Mayor, General Manger and Directors,
* Maintain a calendar of reports for Council, providing guidance and feedback to other staff with regards to reporting requirements, and deadlines for Council related meetings,
* Book all travel and accommodation on behalf of the General Manager, Mayor and Councillors,
* Schedule and provide accurate records from meetings required from this office,
* Attend afterhours meetings as required by the General Manager and Mayor including regular Council and Committee Meetings,
* Co-ordinate the learning and development requirements for the elected Councillors in liaison with the General Manager, Mayor and other relevant officers,
* Provide guidance and feedback to other staff with regards to reporting requirements, and deadlines for Council related meetings,
* Facilitate the management of the Council Chambers, including bookings, set up, clean up, catering, safety, oversite of equipment and catering, with the support of the Executive Support Officer,
* With the support of the Executive Support Officer maintain a professional standard of functionality and presentation to the General Manager’s, Mayors, Councilors’ Offices and the MacIntyre Room, including reporting any safety concerns,
* To ensure Departmental cohesion and communication, coordinate and keep records of the Executive Department Team meetings convened at least monthly, and where the General Manager is not available, chaired by alternate Managers whom report to this office,
* Act as a Protected Disclosures Officer as required, under the guidance of the General Manager and Governance Co-coordinator,
* Support the General Manager in liaison with the Human Resources Manager in ensuring regular performance reviews of his/her direct reports occur and are clearly documented,
* Maintain a working knowledge of legislation privacy and public information legislation to ensure that the records maintained by the General Manager’s office are compliant.

## MPSFooter1SELECTION CRITERIA

**Essential Criteria**

* Diploma level qualifications in Business Administration or Management, with extensive experience in a high paced environment, ideally within a Local Government context,
* Highly developed computer skills, with demonstrated experience in the development and production of corporate documents and reports, including the research, creation, review, design and delivery of major publications,
* Established interpersonal and communication skills, including a proven ability to interact effectively with a diverse range of stakeholders to achieve desired outcomes and provide clear, accurate and authoritative advice, research, reports and recommendations,
* Refined organisational skills, with a proven ability to manage competing priorities whilst meeting deadlines,
* Proven ability to work productively both autonomously and as a member of a team and contribute to team goals,
* Proven investigative, analytical and problem solving skills with the ability to develop innovative approaches to resolve operational challenges,
* Ability to rapidly gain relevant legislative knowledge and achieve compliant outcomes with the statutory framework,
* Commitment to the highest standards of confidentiality and willingness to undertake a criminal records check prior to commencement,
* Ability to work outside of office hours to attend to regular meetings and events as required including Council meetings and functions.

**Common Criteria**

* Hold a WHS General Construction Induction Card.
* Be prepared to work under Council’s Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
* Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
* Be willing to commit to further training and development, as required and supply a Unique Student Identifier code. (This can be obtained at [**http://usi.gov.au/create-your-USI/Pages/default.aspx**](http://usi.gov.au/create-your-USI/Pages/default.aspx)).

**Desirable Criteria**

* Current Class C Drivers Licence.
* Specialist knowledge and skills in interpreting legislation relating to Local Government Operations.

## Please note:

* *As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC’s drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.*
* *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.*
* *All employees of Council are required to hold a WHS General Construction Induction Card and have a current Unique Student Identifier (USI) code.*



**AUTHORISATION**

**Authorised by:** Lester Rodgers **Date: April 2019**

**General Manager**