

Position Description



Executive Assistant

Level:	Level 4	Department/Group:	Core Services
Position Type:	Full Time.	Reports To:	Council Service Manager
Location:	Pine Creek	Employment Conditions:	Victoria Daly Regional Council Enterprise Agreement 2015-2017

Special Requirements:	Prior to Commencement: The occupant of this position must hold a current Criminal History Check (within the last 3 months), Working with Children's Card and a current Drivers License.
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Organisational Structure:	Position Liaises:
<pre> graph TD CEO[Chief Executive Officer] --> CSM[Council Service Manager] CSM --> EA[Executive Assistant] </pre>	<pre> graph LR subgraph Internal ICE[All Council Employees] MCC[Mayor and Councillors] end subgraph External SU[Service Users] GR[Government Representatives] CM[Community Members & Organisations] C[Consultants] end </pre>

Job Description

ROLE AND RESPONSIBILITIES

This position is responsible for providing a high level of secretarial & administrative support to the Council Service Manager in the community.

- Ensure a professional and efficient approach to the provision of services to the Council Services Manager at all times.
- Assist the Council Service Manager with the monitoring of budget expenditure within the community.
- Manage on a day to day bases the administration unit within the Council Service Centre ensuring that secretarial and administrative support is provided, maintaining records, initiating follow-up action to ensure that deadlines are met, drafting correspondence, filing, screening telephone calls and visitors, scheduling appointments and meetings, making travel arrangements and providing catering for visitors, meetings and functions.
- Attend and minute take Local Authority meetings in the community.

- Prepare the periodic reports required for funding bodies and regional office.
- Prepare the Council Service Managers credit card expenditure documents for transfer to regional office along with purchase orders and other financial related functions.
- Coordinate and manage the new employee human resource functions such as inductions and commencement paper work.
- Coordinate and manage the vacancies and related paper work within the Shire Service Centre including community advertising, interviewing, request to fill vacancies and incumbent approvals.
- Ensure the required compliance is met with HR and Finance functions.
- Liaise effectively with all levels of staff within the Shire, external agencies and outside organisations, to assist in the smooth day-to-day operations of the Shire Service Centre.
- Ensure discretion and confidentiality is adhered to and promote the Council's image as an efficient and effective organisation.
- Maintain a safe working environment and ensure Work Health & Safety regulations are adhered to.
- Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.
- Carry out any other duties as requested and directed by the Council Service Manager.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Tertiary qualifications in a related discipline (essential).

PREFERRED SKILLS AND EXPERIENCE

1. Proven effective administrative and secretarial skills at an executive level, including the ability to be discreet, maintain confidentiality and discern sensitive issues.
2. Demonstrated high level interpersonal, oral and written communication skills.
3. Proven ability to participate as part of a team and to work co-operatively with Council Executives, staff members and peers in achieving objectives.
4. Demonstrated organisational skills of a high order, including an ability to work under pressure and complete tasks within required time frames, work independently and flexibly, exercise initiative and attend to detail.
5. Ability to utilise a range of computer programs to produce reports, correspondence and presentations.
6. Sound knowledge of the principles of Work Health & Safety.

SPECIAL REQUIREMENTS

- Criminal History Check (Recent within 3 months)
- A current Working with Children's Card.
- A current driver's licence.

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APPROVAL

The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2015-2017.



Russell Anderson – A/Chief Executive Officer

Created:	July 2008	Version:	2	Reviewed:	January 11, 2017
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