

POSITION SUMMARY

GENERAL MANAGER'S ASSISTANT (006)

Directorate	General Manager's Assistant
Section	General Manager's Unit
Classification	Band 2, Level 2, Grade 6
Position Status	Temporary part time
Commencing Salary Range	\$774.80 - \$814.02
Reports to	General Manager
Direct Reports	Nil
Work Location	First Floor, Civic Centre

Position Purpose

The role of the General Manager's Assistant is to provide executive administrative support to the General Manager in a professional, efficient and confidential manner ensuring the development of good working relationships with internal staff and external stakeholders.

Key Responsibilities

- To provide high level administrative and organisational assistance to the General Manager and to carry out all tasks in a manner which relieve the General Manager from day-to-day routine administrative and organisational matters
- To provide effective and prompt administrative and organisational assistance to the Mayor and Councillors
- Co-ordinate citizenship ceremonies, community morning teas, civic receptions, Council's Christmas function and staff presentations
- Provide secretarial support for functions, including Civic Receptions and Race functions
- To provide as part of a team, effective and prompt administrative assistance to the General Manager
- Present a positive image of the Council, the Mayor, Councillors and General Manager.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Typing speed of 60 words per minute.
- 3 to 5 years executive secretarial experience.
- Excellent customer service skills.
- Proficiency in the operation of various computer packages.
- Experience in updating/maintaining databases and registers.
- General clerical skills - e.g. filing, record keeping.
- Certificate in Office Administration, or equivalent.
- Current drivers licence, Category C.
- Ability to undertake in-depth research into relevant matters.
- Ability to work in a confidential and political environment.
- Excellent organisational and time management skills.
- Excellent communication and interpersonal skills.

Desirable

- Previous experience in Local Government.
- Skills in business letter writing and report preparation.
- Additional associated qualifications including: Local Government Certificate, Justice of the Peace
- Shorthand experience.

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 22.5 hour week
- Hours of work are Wednesday to Friday 8.30am to 4.45pm
- Some out of hours work will be required
- Temporary position up until 20 December 2019
- Probationary period of 4 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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