



## POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Executive Assistant		
Position Number:	171	Standard Position Hours:	35 Hours
Directorate:	Corporate and Community Services	Unit:	Corporate and Community Services
Salary Grade:	6	Award Band and Level:	Choose an item. Choose an item.
Position Reports to:	Director Corporate and Community Services		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	14 January 2014	Date Last Reviewed:	14 January 2014
Version:	1	Document Number:	DOC2014/001954

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure Services
- Planning and Environment Services
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council;

- Finance
- Governance and Administration
- Technology Systems
- Procurement and Contracts
- Community and Cultural Engagement

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is level Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

### PRIMARY OBJECTIVE

To provide a high quality, professional, and accurate executive administrative support at an executive level to the Director through the application of highly developed administrative skills in a diverse environment.

## KEY ACCOUNTABILITIES

1. Provide high quality, professional, confidential and accurate executive administrative support to deliver the integration of agreed business outcomes.
2. Manage the office of the Director professionally, displaying a positive image, sound judgement, initiative, timeliness, sensitivity and maintain the highest level of confidentiality at all times.
3. Provide executive administration services to the Director and Managers, including:
  - Manage the Directors mail and calendar
  - Accurate, efficient and timely use of TRIM and CRMS
  - Undertake room bookings and manage equipment requirements
  - Management and tracking of CRMS, TRIM and Info Council actions
  - Accurate, efficient and timely use of Microsoft Office Suite
  - Accurate, efficient and timely use of Council's mainframe and electronic document management systems
  - Coordination of reports to Council
  - Coordination of monthly, annual and quarterly reporting for inclusion in the Delivery Program, Operational Plan and Capital Works Programs where applicable
  - Preparation and distribution of agendas and minutes for committees relating to the Directorate
  - Documentation and professional presentation materials
  - Delegation of tasks to Managers on behalf of the Director, as appropriate
  - Provide guidance and advice to employees regarding day to day computer software and corporate matters
4. Manage day to day correspondence and communications (such as telephone enquiries, service requests and emails) in relation to the Directors responsibilities, including follow up and resolution of routine matters.
5. Research and collate a range of documentation and information relating to the Directorate as required.
6. Provide high level customer service on behalf of Council with both internal and external customers including enquiries, complaints from public, Councillors and staff on behalf of the Director.
7. Manage and organise functions and events including arranging meetings, appointments, seminars.
  - Manage attendance and bookings of facilities to ensure training is undertaken
  - Conference attendance, travel and accommodation bookings for Directors are processed as per Council procedures
  - Arrangements are made appropriate to the function
  - Attendees are invited/advised in a timely and accurate manner
  - Venue and catering are arranged as required
8. Ensure Directorate expenditure is processed and reconciled in accordance with finance requirements and timeframes.

9. Manage Councillor requests in an efficient, appropriate and responsive manner in accordance with Council's policies and procedures.
10. Responsible for being the central knowledge base for all corporate information technology applications, including leading the development and use of effective and efficient administration systems, as it pertains to the office of the Director.
11. Competent in the use of all office equipment including photocopier, facsimile, printer, telephone, binder and laminator.
12. Develop, implement and review administrative processes and recommend improvements within the Directorate based on analysis and performance integration to ensure optimal efficiency.
13. Any other administration accountabilities or duties which are within the employee's skill, knowledge and training.

**POSITION SELECTION CRITERIA****Essential**

1. Relevant qualification in Business Administration (Diploma or Degree), Office Management and or equivalent level of experience.
2. Minimum 5 years' experience in supporting and working with senior executives.
3. Demonstrated advanced skills and knowledge of Microsoft Office Suite and the use of electronic document management systems.
4. Demonstrated accuracy and speed in typing a minimum typing speed of 50wpm.
5. Highly developed organisational time management skills with experience in meeting deadlines, attention to detail and dealing with conflicting and varied demands.
6. Strongly developed business writing skills with a demonstrated ability to compile complex correspondence and reports, while ensuring accuracy and compliance.
7. Demonstrated research and analytical skills coupled with a strong ability to problem solve, negotiate and liaise with various internal and external stakeholders.
8. Proven ability to exercise initiative and judgement, to demonstrate self-sufficiency, flexibility and confidentiality.
9. Ability to adapt to change in the work environment due to technological development, changes in work procedures and organisational change.

**Highly Desirable**

1. Demonstrated capacity to identify and participate in organisational change strategies, service delivery and policy reform.
2. Ability to understand and implement Council policies, procedures and systems relevant to the position.

**SIGNATURE****Employee****Full Name:****Signature:****Date:**