**Position Title: PERSONAL ASSISTANT TO DIRECTOR FINANCE AND CORPORATE SERVICES**

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| **DIRECTORATE** | **SECTION** | **GRADE** |
| GENERAL MANAGER’S OFFICE | ADMINISTRATION | 6-7 |

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| **ORGANISATION RELATIONSHIPS** | |
| **Position title of Supervisor**: | DIRECTOR FINANCE AND CORPORATE SERVICES |
| **Positions which report directly to this position:** | Nil |
| **Positions which report indirectly to this position:** | Nil |
| **Other Key Working Relationships:** | Other Finance & Corporate Services Staff, PA to Director Engineering & Technical Services, General Manager, EA to the General Manager, other Directors, Councillor’s, Environmental Services Staff, Engineering & Technical Services Staff, Members of the Public and Community Groups. |

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| **PRIMARY PURPOSE OF POSITION** |
| * To provide administrative and secretarial support to the Director Finance and Corporate Services. * To support the Director Finance and Corporate Services and Manager’s (when required) to perform their duties in an organized fashion which is consistent with their responsibilities under the Integrated Planning and Reporting framework. |

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| **KEY ORGANISATIONAL DRIVERS** | |
| **Service Guarantee** | Cabonne Council is committed to providing our community with high quality service which meets their reasonable expectations. Business will be fair and completed in an appropriate timeframe and stakeholders will be treated with honesty and integrity at all times. Council recognises that providing high quality service will help us to serve our community in the best possible way. |
| We can achieve this by;   * Delivering a high level of service to both external and internal stakeholders in line with Council’s Policy on Service. * Fostering a responsive and prioritised approach to service delivery. * Identifying and acting upon opportunities to improve service processes and systems in collaboration with stakeholders. |
| **Asset Management** | Asset management is a systematic process of deploying, operating, maintaining, upgrading and disposing of assets cost-effectively. Asset Management is the practice of managing assets to achieve the greatest return (IE productive assets such as plant and equipment), and the process of monitoring and maintaining, with the objective of providing the best possible services and facilities to our community and its stakeholders. |
| We can achieve this by;   * Utilizing Council’s assets in an efficient, effective and economical manner ensuring. * Ensuring Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment. * Creating an environment where all Council employees take an integral part in the overall management of Council assets by creating and sustaining an asset management awareness in all that we do. |
| **Risk Management** | Cabonne Council is committed to using an Enterprise Risk Management Framework to guide council’s approach to risk management including council’s risk appetite and council’s commitment to our risk strategy. Risk Management is integrated into all business activities and systems and we are guided by the Australia/New Zealand standard AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines. |
| We can achieve this by;   * Taking reasonable and practical steps to minimise Council’s exposure to risk including health and safety, contractual, legal, professional and public liability within the scope of your position responsibility and expectation of the position. * Integrating and embedding risk management into all ongoing business activities, processes, procedures, systems and reports in accordance with Council’s Enterprise Risk Management (ERM) system. * Monitoring the external environment to identify potential risks, complacency is a concern just as much as the risk itself. |
| **Business Improvement** | Cabonne Council is committed to fostering a culture of Business Process Improvement (BPI) via optimising our processes to achieve more efficient results. Our guiding principles are about being informed, innovative and actively seeking out new ideas. We aim to be known for our forward thinking, planning & execution approach. We act with a sense of urgency, we learn from our successes and mistakes and we balance opportunity and risk management appropriately to achieve our Community Strategic Plan. |
| We can achieve this by;   * Having an ongoing commitment to organisational effectiveness, by working in the best interest of the Cabonne community at all times, respecting and communicating effectively with colleagues, by acting honestly, demonstrating transparency and having a willingness to share information and work together to achieve the best outcomes. * Understanding the importance of taking care of today and actively preparing for tomorrow. We can do this by embracing innovation, technology and sustainability when delivering the key responsibilities of our positions. * Regularly reviewing our services and facilities to ensure the Council offers value to the community in terms of cost, quality, reliability and timeliness. * Ensuring our decisions are economically, socially and environmentally sustainable. |

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| **KEY PERSONAL SKILLS AND COMPETENCIES** | |
| As a strategically driven organisation, Council demonstrates its values and organisational drivers through demonstrated workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. | |
| **(Personal) behaviour competencies** | * Is honest and respectful towards others and works as part of a team. * Displays appropriate behaviour in the workplace in line with Council’s Code of Conduct. * Takes ownership and responsibility for their key responsibilities and accepts direction. * Demonstrates initiative and a willingness to put forward ideas along with demonstrating a personal interest toward improving the way key responsibilities ‘could’ be achieved. * Possesses appropriate skills and emotional intelligence to resolve working relationship issues if they arise. * Demonstrates flexibility and resilience to cope with change. |
| **Qualifications/**  **Licences** | * Relevant tertiary qualifications in administration or similar field. * Class C driver’s licence. * Senior First Aid certificate |
| **Skills and Experience** | * Previous experience in a similar Administrative Support role. * Ability to draft correspondence, take minutes and produce reports with a high attention to detail. * Ability to manage own time and that of the Director ensuring timely completion and documentation of assigned tasks. * Proven problem solving skills with demonstrated initiative and flexibility. * Above average computer skills including Microsoft programs and proficiency in data management software. * Well-developed written and verbal communication skills with the ability to interact and liaise with internal staff members and external customers. * Demonstrated ability to work as part of a team. |

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| **KEY RESPONSIBILITIES** |

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| **Activities** | **Description of activities and responsibilities** |
| |  | | --- | | **IP&R Focus Area- Future Direction 4: Grow Cabonne's Culture and Community** | | |
| **Executive Assistance/Support Activities** | * Provide a high level of administrative support to the Director of Finance & Corporate Services. * Provide high quality customer service to Council’s internal and external customers. * Manage, screen and research incoming phone calls and correspondence for the Director Finance and Corporate Services using the Electronic Records Management and Mail System and work through correspondence with them to ensure action within priorities and timelines. * Promptly and thoroughly compile the Business Paper/agenda for Council’s Ordinary, Extraordinary and Committee meetings. * Promptly register Council’s business paper and upload it onto Council’s website. * Provide effective and timely support to the Finance & Administration Manager’s as required. * Accurately and efficiently take the minutes for committees as required. * Organise meeting rooms, order catering where required, undertake the set up & clean-up for catered meetings where required in an efficient and prompt manner. * Effectively and accurately compile reviews of the Management Plan to be reported to Council quarterly. * Effectively undertake diary management and organise travel arrangements for the Director of Finance and Corporate Services as required. * Maintain electronic records management and in-tray system * Ensure customer service requests are followed through and the actions and outcomes are adequately documented with electronic notes within Council’s records system. * Effectively act in the position of Executive assistant to the General Manager as required. |

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| **SIGNED BY EMPLOYEE:**  **(Acknowledging they have read and understood):** |  |
| **SUPERVISOR/MANAGER:** |  |
| **DIRECTOR:** |  |
| **DATE SIGNED:** |  |