

POSITION DESCRIPTION

Position Title:	Executive Officer Community Culture & Places	Position Code:	5-EOL
Division:	Community Culture & Places	Grade:	G
Location:	Dubbo	Hours/Week:	35
Reports to:	Director Community Culture & Places		
No. Direct Reports:	3	No. Indirect Reports	Nil

Primary Purpose of Position

The Executive Officer is responsible for:

- Providing high level executive management support to the Director, with particular attention to timely responses surrounding key issues, opportunities and projects.
- Overseeing the development of quality reports and recommendations from the Division to Executive Leadership Team and Council including performance against the adopted Community Strategic Plan and corporate or regional strategies.
- Exercising independent judgment and considerable initiative to provide a wide range of administrative support to the Director including correspondence, briefings, diary management and stakeholder engagement.
- Supervise, plan and coordinate all centralised administrative tasks and associated staff required for the Administrative and Operational sections of the Division.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Executive Management	<ul style="list-style-type: none"> • Address emergent and ongoing routine day-to-day issues in collaboration with Director, enabling the Director a greater focus on key political, strategic and corporate issues. • Work closely with the Director and divisional managers to ensure key issues across the division are addressed in a timely and effective manner. • Attend stakeholder meetings with, or on behalf of, the Director to be aware of issues, provide advice and undertake operational follow-ups in relation to agreed actions. • Recognise critical issues and ensure these are brought to the attention of the relevant manager or staff member so they can be effectively addressed. • Monitor key human resource management processes, including leave management and use of overtime, and support training and development and recruitment activities.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> • Monitor operational or project based procurement activities Division in accordance with the purchasing and procurement policy. • Effectively address key current tasks/issues, such as Councillor or CEO requests, matters involving critical deadlines and issues which may have WHS, compliance or legal implications. • Take authorised action during Director's absence and use initiative and judgment to see that matters requiring attention are referred to the appropriate Manager and handled appropriately.
Executive Administration and Project Support	<ul style="list-style-type: none"> • Provide the Director with accurate and efficient administrative services including correspondence, diary management, briefings and stakeholder engagement. • Act as a central point of contact for all relevant communications from the Division and Director. • Support the skill development of other divisional administrative staff. • Work effectively with other Executive Officers' to monitor external correspondence, responses to internal and external customer requests, enquiries or complaints in accordance with the Customer Experience Strategy and Charter. • Coordinate monthly meetings of the Director and individual operational managers to discuss status of key issues within each Manager's section. • Coordinate effective project meetings by organising and collating meeting agendas, providing minute taking and distribution and coordinating follow up actions. • Support the Director and Executive Leadership Team in the delivery of the Corporate Strategic Plan, Operating Plan, Delivery Plan and related projects to support a positive corporate image, strong corporate performance and progressive organisational culture.
Divisional reporting and stakeholder engagement	<ul style="list-style-type: none"> • Oversee the timely development of quality reports and recommendations from the Division to the Executive Leadership team and Council. • Monitor the Divisions performance against outcomes identified in the Community Strategic Plan including quality and accuracy of information reporting. • Actively promoting the activities and achievements of the Division through coordinating submissions for industry awards, liaising with stakeholder and community groups, and provision of ideas and content to the corporate communications team. • Work in collaboration with Divisional Managers and the corporate communications team to ensure effective and relevant stakeholder engagement practices are undertaken for small and large scale projects, and ensure Director is aware of any potential issues.
Divisional Operations	<ul style="list-style-type: none"> • Lead and coordinate the Divisions central administration team and their duties ensuring that individual accountabilities and performance are monitored and achieved.

Key Accountabilities / Duties

- Provide the communication link from the Director to employees reporting to the position.
- In conjunction with Council policies, make recommendations to the Director on appointments, promotions and terminations of staff under your control.
- Administration services to the cemeteries function including coordinate systems for the organisation and maintenance of all necessary records, complying with applicable legislation and requirements.
- Liaise with Funeral Directors, Stone Masons, NSW Environment Protection Authority (EPA) and other branches of Council in regards to funeral applications, internments (including ashes) and exhumation requirements for cemeteries maintained by Dubbo Regional Council in the Local Government Area.
- Support the development of Annual Business Plans for identified functions.
- Co-ordinate the regular review of annual business plans, including quarterly workshops with the director and relevant staff to monitor progress.
- Coordinate a Program of regular site/facility meetings to ensure Directors ongoing involvement and awareness in all operations across the division, with a particular emphasis on facility customer service and WHS.
- Support the development of quality funding applications in coordination with Managers.
- Assist the Director to implement and enforce legislation, policies and procedures to ensure a safe environment for volunteers, employees, contractors, hirers and general public.
- Provide ad hoc on site administration and customer service support as required.

Inherent Requirements of the Position

- NSW Class C Drivers Licence
- Undertake Induction Training
- A basic level of health and fitness is required, as there is occasionally a need to lift stationery items for the Division. A large majority of this role is office based, using computers/ electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/ electronic systems or other office based equipment.
- The occupant of this position will be required to travel between Dubbo and Wellington as necessary.
- The position is provided with a DRC mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.
- This position is supplied with a mobile computing device for use on Council business.

Selection Criteria

Essential

1. Certificate IV or higher in Business Administration or related discipline.
2. Highly developed organisational, written and verbal communication skills, administrative and time management skills.
3. Advanced proficiency in business related computer software (Microsoft Office Applications) and electronic document management systems.
4. Capacity to manage multiple tasks and projects and ability to resolve issues in a confidential and collaborative manner.
5. A high degree of judgement and initiative with strong commitment to follow up issues until they are effectively resolved.
6. Knowledge of WH&S and Risk Management principles and appropriate process management.

Desirable

7. Experience working in large or complex business environments.
8. Previous experience in the provision of administrative services to a Director or Executive team level.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
 - Be Curious, Courageous and Committed
- Sustainable
 - Balanced Approach To Growth and Opportunity
- One Team
 - Working Together
- Integrity
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable

	<ul style="list-style-type: none"> The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> Council's adopted Code of Conduct. Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: