



INFORMATION PACKAGE

POSITION VACANT

EXECUTIVE ASSISTANT TO DIRECTOR CORPORATE AND COMMERCIAL SERVICES

REF NO: ESC272

CLOSING DATE: 4.30PM MONDAY 30 SEPTEMBER 2019

CONTENTS

- *Important Information*
- *Job Description*
- *Conditions of Employment*
- *Organisational Chart*
- *Divisional Chart*

Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Telephone: (02) 4474 1016
Facsimile: (02) 4474 1212
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Anthony O'Reilly on 0428 600 436



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Executive Assistant to Director Corporate and Commercial Services


Position Code	491
Division	Corporate and Commercial Services
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide executive support to the Director.

Main duties and key result areas (KRA)

1. Deliver executive support to the Director including effective management of the Director's diary and time.

KRA: Evidence that behaviours and business judgment reflects the high professional standards and confidentiality expected in the role and evidence of support to achieve Directorate objectives.

2. Deliver high level organisational and administrative skills to the Directorate.

KRA: Evidence of quality, timely and accurate production of Directorate documentation that complies with legislative and corporate guidelines.

3. Deliver effective oral and written communication consistent with Council values and established timelines. This includes, but is not limited to, telephone enquiries and the preparation of Council reports, correspondence, media releases and data records that support Directorate outcomes.

KRA: Demonstrated support for Council's established timelines and evidence of quality customer service and appropriate communications.

4. Support and maintain internal and external stakeholder relationships/networks and coordinate administrative activities, including the preparation and collation of key documents that include, but are not limited to Council reports, integrated planning and reporting requirements, financial documents, correspondence, agendas, minutes and other written material.

KRA: Effective liaison achieves highly effective responsiveness, enabling the Directorate to consistently deliver good quality service, on time and in accordance with the Delivery Program, Operational Plan and business requirements.

5. Act as an administrator of InfoCouncil, monitor and maintain the Minute Index for the Directorate and guide staff in the use of Council's reporting software and corporate style guides.

KRA: Effective liaison achieves highly effective responsiveness, enabling the Directorate to consistently deliver quality products within deadlines.

6. Organise special events and/or meetings as required by the Director.

KRA: Project and/or event is effectively delivered within the specified brief.

7. Relieve the General Manager and Mayor's Executive Assistants as required.

KRA: High professional standards and confidentiality evident and ability to work with Councillors.

8. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
9. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Qualifications in, business administration (or similar) and/or extensive experience working with senior executives.
2. Demonstrated high level organisational skills, showing capacity to organise an effective and efficient office for a senior executive including the ability to work unsupervised.
3. Demonstrated high level computer skills.
4. Demonstrated ability to take accurate meeting records and prepare timely minutes.
5. Demonstrated effective communication skills, including the ability to deal with sensitive and confidential information.
6. Demonstrated ability to research and write correspondence, reports, meeting records and written material as requested.
7. Demonstrated ability to work under pressure, prioritise and meet deadlines.
8. Demonstrated ability to cultivate and maintain effective relationships.
9. Demonstrated ability to exercise sound judgement, and solve problems by finding practical solutions within procedural limits.
10. Willingness and ability to follow EEO and diversity principles and practices.
11. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Current Class C driver's licence.

**The requirements outlined in Council's Policies and Codes of Practice
apply to all employees of Council.**

EMPLOYEE:	Vacant Position
SUPERVISOR:	Anthony O'Reilly
DATE:	September 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Executive Assistant to Director Corporate and Commercial Services
Reference Number:	ESC272
Grading:	Grade 12 of Council's salary system
Salary Range:	<p>In the range of \$1,396.73 to \$1,478.76 gross per week comprised of:</p> <ul style="list-style-type: none"> * \$1,275.55 to \$1,350.47 base salary, plus * \$121.18 to \$128.29 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 35 hours per week. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave Entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>



ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL
DIVISION CHART

