

## POSITION DESCRIPTION

### PERSONAL ASSISTANT TO MANAGER COMMUNITY AND CULTURAL DEVELOPMENT

<b>POSITION NUMBER</b>	5235
<b>DIRECTORATE</b>	Community and Culture
<b>SECTION</b>	Community and Cultural Development
<b>REPORTS TO</b>	Manager Community and Cultural Development
<b>DIRECT REPORTS</b>	Nil
<b>GRADE</b>	9
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2017
<b>DATE PREPARED</b>	29 June 2018
<b>DATE LAST UPDATED</b>	14 January 2020

#### 1. PURPOSE OF THE POSITION

To provide high level executive assistance to the Manager Community and Cultural Development including but not limited to researching issues, preparing draft reports, minutes, diary and meeting management, word processing, and liaison with a wide range of internal staff and external parties on behalf of the Manager Community and Cultural Development.

#### 2. KEY ACCOUNTABILITIES

- 2.1 Provide executive support to the Manager Community and Cultural Development including diary and work flow management, organising appointments and public relations
- 2.2 Prepare correspondence and presentations for the Manager
- 2.3 Monitor telephone calls for the Manager and redirect as appropriate - answer where able
- 2.4 Co-ordinate, prioritise and monitor all correspondence, including CM9 tasks and Customer Requests for the Manager and direct reports and identify matters that require immediate attention
- 2.5 Review outgoing Council written correspondence to ensure quality and consistent communication
- 2.6 Support the Manager and Community and Cultural Development Coordinators to ensure that all Council correspondence is being addressed within the parameters of the Customer Service Charter
- 2.7 Coordinate and minute departmental meetings as required.
- 2.8 Oversee/prepare correspondence arising from Council decisions on behalf of the Manager
- 2.9 Assist in the preparation and editing of reports, web pages, intranet pages and business papers including sections of the Annual Report and Executive Team reports
- 2.10 Coordinate quarterly and statutory reports
- 2.11 Undertake procurement duties including contracts, purchase orders and credit card reconciliations
- 2.12 Research, develop and implement work systems, procedures and processes relevant to the work area

- 2.13 Ensure that information and records are maintained, stored and disposed of in accordance with relevant policies and procedures
- 2.14 Ensure that strict confidentiality is maintained and privacy principles are adhered to in regard to the use or disclosure of all information of a confidential, private or personal nature
- 2.15 Provide administrative support for project work performed by the Community and Cultural Development Team as required.

### 3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

### 4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

### 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

### 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

### 7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

### 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

### 9. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.



## 10. SELECTION CRITERIA

### **Qualifications, Certificates & Licenses**

10.1 TAFE certificate in business administration or equivalent.

10.2 Class C Drivers Licence.

### **Essential**

10.3 Excellent interpersonal and communication skills including the ability to produce written material of a high standard without supervision

10.4 Demonstrated high-level organisation skills, including ability to set work priorities and meet predetermined deadlines and commitments

10.5 Demonstrated competency in Microsoft Office applications

10.6 Demonstrated ability to research and analyse complex issues

10.7 Demonstrated ability and experience in dealing with sensitive information

10.8 Proven ability to work effectively and cooperatively in a team environment

10.9 Strong commitment to delivering quality customer service

### **Desirable**

10.10 Technical competence and experience using CM9 and Technology One systems

10.11 Experience working in local government or community organisations that deliver community development programs

10.12 Event/project coordination experience

## EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Staff Use Only

PP1 - Comprehensive pre-employment medical assessment excluding audio and lung function test

