

POSITION DESCRIPTION

PERSONAL ASSISTANT TO MANAGER CITY LIFE	
POSITION NUMBER	CIL002
DIRECTORATE	Community and Culture
SECTION	City Life
REPORTS TO	Manager City Life
DIRECT REPORTS	Nil
GRADE	9
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	29 June 2018
DATE LAST UPDATED	27 August 2021

1. PURPOSE OF THE POSITION

To provide high level executive assistance to the Manager City Life 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 City Life.

2. KEY ACCOUNTABILITIES

- 2.1 Provide executive support to the Manager City Life including diary and work flow management, organising appointments and public relations.
- 2.2 Prepare correspondence and presentations for the Manager City Life.
- 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 City Life 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 City Life 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 City Life.
- 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 Oversee/prepare correspondence arising from Council decisions on behalf of the Manager City Life.

- 2.13 Research, develop and implement work systems, procedures and processes relevant to the work area
- 2.14 Ensure that information and records are maintained, stored and disposed of in accordance with relevant policies and procedures
- 2.15 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
- 2.16 Coordinate Sectional responses to corporate operational projects.
- 2.17 Format and document control all Section Standard Operating Procedures

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
- 10.10 Must have received two doses of a COVID-19 vaccine prior to commencement of employment with Georges River Council, except where a medical contraindication certificate is provided.

Desirable

- 10.11 Technical competence and experience using CM9 and Technology One systems
- 10.12 Experience working in local government or community organisations that deliver community development programs
- 10.13 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: _____

