

# Position Description

POSITION TITLE		Executive Assistant, Councillor Liaison			
REFERENCE/POSITION NUMBER		1006			
DEPARTMENT		Office of the CEO			
ACCOUNTABLE TO		Chief Executive Officer			
SUPERVISOR		Coordinator Executive Support			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	9	STATUS	Temporary	TYPE	Full time
HOURS	35		LOCATION	Administration Building	
MOBILE PHONE	Yes		LAPTOP	Yes	
VEHICLE		No vehicle			
LAST UPDATED		15/04/2024			

## OBJECTIVES

- To provide high level executive support to the Chief Executive Officer, Mayor and Councillors in a timely manner.
- To develop and maintain strong working relationships with State, Federal and local government agencies and relevant organisations to assist the Mayor in advocacy work.
- To provide a high level of executive support to the Mayor and manage the Mayor's diary, engagements, meeting preparation and reports.
- Coordinate and report on the annual training and disclosures for all Councillors.
- To coordinate Council's civic and supported community events.

## SELECTION CRITERIA

### ESSENTIAL

- Diploma in Business Administration or Certificate IV in Business (Office Administration) or equivalent.
- Class C Driver's Licence.
- Extensive Executive Assistant or Personal Assistant experience.
- Proficient with MS Office Suite.
- Ability to take accurate and comprehensive minutes in a political environment.
- Experience establishing and maintaining effective and confidential record systems.
- Experience participating in projects, research and drafting correspondence on behalf of others.
- Experience coordinating meetings, projects and events.
- Ability to solve problems creatively and appropriately within political, budget and organisational protocols.
- Excellent interpersonal, organisational and time management skills.
- Ability to maintain confidentiality in challenging situations whilst briefing the Chief Executive Officer, Mayor, and Councillors appropriately.

### DESIRABLE

- Experience in an Executive Secretary role.
- Knowledge of Council's operations and interrelationships between departments.
- Working knowledge of Microsoft Access.
- Exceptional customer service skills including the ability to negotiate and deal effectively with customers in difficult situations.

## ACCOUNTABILITIES

- Provide executive, secretarial, and administrative support to the Mayor and Councillors.
- Provide assistance to the Coordinator Executive Support when required.
- Provide assistance to the Customer Service team when required.
- Act as minutes secretary for meetings as required by the Chief Executive Officer, Mayor and Councillors, including coordinating attendances, preparing documents and agendas, and preparing, distributing and filing minutes.
- Attend meetings of full Council, the Audit, Risk and Improvement Committee, and the Finance Advisory Committee, and take and prepare the minutes of the meetings.
- To provide a high level of executive support to the Mayor and manage the Mayor's diary, engagements, meeting preparation and reports.
- Coordinate and report on the annual training and disclosures for all Councillors.
- Support the Mayor in Code of Conduct matters and carefully manage confidentiality associated with Councillor complaints and interactions
- Support the Mayor and Councillors in induction, training and ongoing relationship management
- Participate in the Mayor's meetings with the community and take minutes.
- Coordinate Councillor Induction and training and maintain a register of attendance.
- Maintain correspondence in line with corporate KPI's and ensure registers for Parliamentary Members and timely responses.
- Maintain specific pages of Council's website.
- Participate in projects as required.
- Investigate matters of concerns / community complaints and prepare briefing material for the Mayor and Councillors' consideration, including researching legislation.
- Conduct research, collate information, draft communications, write reports to Council and ELT, draft Mayoral minutes and correspondence.
- Event management including coordinating and participating in Australia Day Awards, Citizenship ceremonies and Council's other civic events (eg Mayoral receptions, Local Government Week, volunteer week, etc) and Council supported community events. This includes liaising with government departments such as Home Affairs, Australia Day Council and community groups.
- Process expenses and invoices, including raising requisitions and purchase orders using TechOne.

- Take all reasonable steps to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.
- Submit applications for appropriate grants and acquit successful grants.
- Receive and review Requests for Donations to be considered by Council.
- Maintain Community Donations budget including forecasting and ongoing review.
- Manage the Civic budget including forecasting, and ongoing and quarterly budget review.
- Coordinate submissions for the Sports Honour Roll.

## **CORPORATE RESPONSIBILITIES**

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

## **WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS	
<b>FINANCIAL DELEGATION:</b>	\$1000
<b>RESPONSIBILITY DELEGATION:</b>	Act in accordance with Instrument of Delegation
<b>NO OF CONTRACTS MANAGED:</b>	None
<b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>	None
<b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b>	Up to \$100,000
<b>BUDGET DEVELOPMENT:</b>	Develops section or project budget

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government (State) Award	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"><li>Physical and mental capability to perform the inherent requirements of the position</li></ul>	
	<ul style="list-style-type: none"><li>Proof of ability to legally work in Australia</li></ul>	
	<ul style="list-style-type: none"><li>Pre-employment screening to Australian Standards in Employment Screening.</li></ul>	
	<ul style="list-style-type: none"><li>Criminal record check</li></ul>	Yes
	<ul style="list-style-type: none"><li>Pre-employment medical</li></ul>	Yes
	<ul style="list-style-type: none"><li>Working with children check</li></ul>	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

**Employee Signature:**

**Date:** Click or tap to enter a date.