

Position Description

Title: Executive Assistant (Position 2061)	Award Classification: Band 3, Level 1
Department: Executive Services	Salary Classification: Grade 4
Tenure: Permanent Full Time	FTE: 1

Context:

The Executive Assistant operates in a context that is subject to an environment of high level of confidentiality and excellent time management skills. In particular, the Executive Assistant will be expected to foster exceptional communication and customer service skills whilst being a member of the executive services team for Kempsey Shire Council.

Working for the Mayor, the role incumbent needs to form constructive and productive relationships with the Executive team, Managers and internal/external stakeholders, to make sure that the administrative function meets the expectations of the Mayor and the General Manager.

This role is part of the Executive group and the incumbent is expected to contribute openly and constructively as part of a member of the Executive group.

Role Purpose:

To manage the administrative function of the Office of the Mayor and provide secretarial/project support to the Mayor.

Key Accountabilities:

- Manage and provide executive, project and administrative support to the Mayor.
- Provide confidential and professional administrative support to the Mayor, including researching background information and drafting appropriate responses to correspondence.
- Ensure that the Mayor is properly briefed and has all information required prior to attending functions/appointments
- Liaise with the Communications unit in researching and drafting of the weekly Mayoral Column
- Liaise with Elected Council Members and the general public to coordinate activities, meeting attendance and maintain the communication as per protocol
- Manage and maintain the Mayor's diary and coordinate meetings
- Establish and maintain a series of templates and processes to efficiently, effectively and consistently process Mayoral correspondence

- Implement and coordinate an efficient and accurate process for the attendance of the Mayor and Councillors at community functions, including drafting of speeches
- Develop and implement processes and guidelines to clarify and assist with governing the Mayor's position in relation to community gifts and donations, including coordination of annual Mayoral Community Fund applications and donations
- Work with appropriate staff to coordinate the Mayor's liaison and responses to media matters
- Coordinate the administrative functions relating to Australian Citizenship candidates, including the Mayor's duties at Citizenship Ceremonies during Council meetings and Australia Day Awards events
- Coordinate the Councils Elected Members' Christmas Dinner, post Council meeting lunches, Councillor Briefing Session, catering and other civic functions
- Other duties, projects and activities to ensure effective and efficient operations of administration and the Mayor's office.

Core Competencies:

- Hold a Certificate IV in Business Administration or related discipline
- High degree of initiative, energy and enthusiasm
- High level of tact, diplomacy and confidentiality
- Excellent communication and interpersonal skills
- Proven ability to successfully interact with people at all levels
- Able to use sound judgement and discretion
- Excellent time management and organisational skills
- Demonstrated excellence in customer service
- High level of research, analytical and writing skills
- Able to work efficiently in a team environment
- Proven ability in event management
- Advanced computer skills including Internet Explorer environment
- Knowledge of policies and procedures
- Knowledge of the Local Government Act
- Working knowledge of customer service principles
- Experience working in a political environment with sensitive and confidential information
- Advanced MS Office Suite skills (Powerpoint, Office 365 and Adobe Acrobat)
- Hold and maintain a current NSW Drivers Licence

Supervision Received:

This role reports to the Mayor.



“Lead and work with
our community to build an
inspired, connected
Macleay Valley”

Supervision Exercised:

None.

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date