

Our organisation prides itself on getting results, training and development, valuing diversity, community partnerships and excellence in customer service.

Position Title:	Executive Assistant	Department:	Engineering
Reports to:	Director of Engineering		
Subordinate Positions:	Nil		
Classification:	Band 2 Level 1 Grade 8 Step 1 \$1,066.05 to Step 3 \$1,145.65	Additional Benefits:	9.5% Superannuation Rostered Day Off Ability to Salary Sacrifice
Basis of Employment:	Permanent Full-Time 35 Hours per week	Location:	Max Centre Heber Street, Moree
Employment Condition:	Local Government (State) Award 2017	Vacancy Ref:	

POSITION OBJECTIVE

- As part of a team, to provide high level executive assistance to the Director of Engineering Services, Engineering Management and to other members of the Executive Management Team as required
- Participating as a member of the Engineering Department, provide strategic planning and performance reporting and development input as required
- Contribute to the overall effectiveness of the organisation by providing a link between members of the Executive Management Team and staff, releasing the Executive Management Team members from administrative tasks; progressing issues as far as possible on behalf of the Executive Management Team and ensuring speedy response times

ACCOUNTABILITIES

This position contributes to the organisations goals by:

- Implementing, monitoring for effectiveness and improving systems for the organisation
- Maintaining an awareness of activities and issues within the Moree Plains Shire Council
- Being aware of Council's strategic and core operations, business teams and their functions, plans and objectives

OBLIGATIONS TO THE ORGANISATION

You are required to cooperate with Council in order to comply with legislative requirements under the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the *Local Government Act* 1993.

DUTY STATEMENT

Duties shall include but not be limited to:

- Ensure strict confidentiality is maintained at all times
- Organise and attend meetings, workshops and other forums as required
- Prepare various reports for Council and Committee meetings such as Strategic Assets and Works and Community Development Committee and Traffic Committee Meetings, as well as any other meetings as required
- Coordinate the preparation of agendas and business papers for meetings
- Minute taking of confidential matters as required
- Take and finalise accurate meeting minutes and circulate same in a timely manner
- Ensure that strict timelines are met in relation to preparations and circulation of business papers, minutes, correspondence, and that follow-up action is monitored and completed
- Oversee and maintain the quality and consistency of documents being produced by Council officers and the Engineering department
- Sort and action all incoming mail on behalf of the Director of Engineering Services and other members of the Executive Management Team as required
- Draft and finalise Council correspondence as directed
- Update the Director of Engineering Services and/or other members of the Executive Management Team daily on events, incoming mail and callers
- Assist in the preparation and placement or distribution of media releases, advertisements and other informational material, and ensure that staff and councillors are kept informed
- Ensure all relevant documents are captured in Council's electronic document management system (HPE)
- Ensure all relevant complaints are entered into Council's Customer Request Management (CRM) System
- Coordinate accommodation and travel arrangements for members of the Engineering Department and Executive Management Team, as well as appointment diaries and meeting schedules
- Ensure councillors, officers, and members of the public are fully aware of forthcoming meetings and coordinate any changes of times and/or venues
- Coordinate functions, special purpose meetings and general meetings including the preparation and circulation of invitations and other printed material, catering, presentation of venue, etc.
- Make purchases as directed by raising purchase orders, taking delivery of purchased items and ensuring that purchase orders are provided to Accounts Payable for timely payment
- Ensure that inquiries and complaints directed to the Engineering Department are dealt with appropriately and that confidentiality is maintained at all times

- Screen telephone calls to ensure that the Engineering Department and Executive Management Team time is maximised
- Work closely with other Executive Assistants who support the Executive Management Team to ensure effective delivery of services and an equitable division of labour
- Initiate policy and procedure change and development within the bounds of the position
- Develop policies and procedures for the organisation as directed
- Identify and communicate to the Director of Engineering Services or Executive Management Team any issues affecting organisational or departmental efficiency and/or effectiveness
- Assist the Director of Engineering Services and Engineering Managers in reporting processes eg. action plan, notice of motions, performance planner, Council and Committee reporting
- Provide a high standard of operation of programs such as HPE (Record Keeping), CRM – Authority (Complaints Handling) to ensure efficiency and effectiveness of the Engineering Department and provide a high standard of customer service to staff and members of the community
- Provide support to Engineering Managers, Engineering staff and Executive Team
- Cooperate with Council to assist the organisation comply with the obligations under Work Health and Safety (WHS) Act, Work Health and Safety Regulations and the Workplace Injury Management and *Workers Compensation Act 1998*.
- Comply with Council's WHS policies and procedures
- Comply with Council's Code of Conduct
- Comply with Equal Employment Opportunity policies and procedures
- Attend training sessions as required
- From time to time, undertake other duties as directed

SELECTION CRITERIA

Essential Criteria

- Certificate IV in Business Administration or equivalent
- Current Class C drivers licence
- Extensive relevant work experience in the following areas:
 - As an Executive or Personal Assistant
 - Office administration
 - Preparation of correspondence and reports
- Excellent organisational skills, with the ability to exercise judgement and clarity in prioritising issues
- Excellent interpersonal skills, with proven ability to relate to people at all levels, including written and verbal communication skills, dispute resolution and problem solving abilities
- Excellent oral and written communication skills
- Strong customer relations focus
- Self motivated, with the ability to work both as a team member and unsupervised
- Ability and commitment to maintain confidentiality
- Good analytical skills with the ability to produce high quality work with attention to detail (such as spelling, layout and design) whilst under pressure and meeting deadlines
- Demonstrated competency and initiative in office management including document and records control and expertise in Microsoft Office Suite, Office (Word, Excel, Publisher and PowerPoint) and Adobe (PDF).

Common Criteria

- Hold a WHS General Construction Induction Card.
- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required and supply a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>).

Desirable Criteria

- Certificate IV Frontline Management or equivalent
- Experience using Outlook, TRIM and Authority Software Packages.

Please note:

- *As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.*
- *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.*

AUTHORISATION

Developed by:

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Director of Engineering Services

Date: December 2019

Authorised by:

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General Manager

Date: December 2019