

Position Title:	Personal Assistant to the Mayor		
Position Code:	P068	Converted:	30/07/2019
Award Classification:	Band:	2	Level: 1
Salary System Grade:	Grade:	2	Minimum Level: 1
Approved:	Fiona Plesman	Date:	23/12/2020

Primary Purpose of the Position

The Personal Assistant to the Mayor will provide confidential and professional assistant services to the Mayor, including provision of a full range of executive, secretarial and support services to contribute to making his/her role effective. This role will report to the Manager Integrated Planning, Risk and Governance.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Process, prioritise, circulate and respond as appropriate to incoming mail and email, including researching and drafting replies as required and progress chasing as appropriate.
2. Respond to telephone enquiries.
3. Manage appointments for the Mayor including scheduling, responding to invitations and ensuring that all necessary information, reports, documents, including speeches are available when required.
4. Coordinate travel arrangements to conferences, meetings, and seminars.
5. Ensure that the Mayor is properly briefed on the agenda in advance of all meetings.
6. Provide an effective interface between the Mayor's Office, and the General Manager.
7. Liaise with Councillors, community members, government officials and politicians on matters involving Council.
8. Provide administration support to Council and Committee meetings including the preparation of agendas, notices, circulating minutes, etc.
9. Perform routine administration functions such as word processing, spreadsheets, database management, data entry, photocopying and responding to routine correspondence.
10. Assist with desktop publishing as required.
11. Any other duties commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework

Group and Capability

Capability & Behaviour Descriptors



Ethical Behaviour – Be professional, ethical and demonstrate behaviour in line with Council's SPIRIT Values

- Behave in an honest, ethical and professional way, demonstrating Council's SPIRIT Values
- Be aware of and follow relevant legislation and policy frameworks
- Speak up against misconduct, illegal and inappropriate behaviour



Resilience – Be resilient, open to alternative views and embrace change

- Be open to new ideas and approaches
- Offer your opinions and ask questions
- Listen to others' opinions and ideas



Effective Communication – Listen, interpret and convey information in a clear and respectful manner

- Explain things clearly and respectfully
- Allow others time to speak, and actively listen to others
- Approach conflict objectively, and refer to a supervisor where appropriate



Key Tickets, Qualifications and Other Skills

1. TAFE qualifications in Business Administration, or equivalent relevant work experience.
2. Demonstrated experience in working in a personal assistant role that reports to an executive.
3. A strong understanding of the role of Council and Councillors within the community.
4. Excellent interpersonal skills, including the ability to gain the cooperation of and liaise with internal and external stakeholders.
5. Effective time management skills and the ability to prioritise workload and manage a broad number of tasks concurrently.
6. Previous work experience in administration including preparing agendas.
7. Demonstrated advanced competence in computer operations in the use of Microsoft Office Software (or equivalent) and managing databases.
8. Previous Local Government experience.
9. Demonstrated experience and/or capability to deliver the *Job Specific Key Accountabilities* (above).
10. Demonstrated Fundamental key capabilities as defined in the *Key Capabilities* Table (above).