
Executive Assistant and Governance Officer

Position description

Date: September 2021







Northern Grampians Shire Council
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Position description

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| Position title | Executive Assistant and Governance Officer |
| Classification | Band 6 |
| Directorate | Corporate and Community Services |
| Department | Governance and Civic Support |

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

[This position provides high level, confidential and professional executive support to the Chief Executive Officer (CEO) and Executive Leadership Team (ELT), as well as governance and administrative support to achieve Council's statutory obligations.]

Key responsibility areas

- Provide executive support to the CEO and ELT, including management and coordination of diaries, briefings, correspondence, agendas, reports and presentations.
- Present a professional and client-oriented approach in the management and monitoring of information requests, ensuring timely referral to responsible officers and subsequent resolution.
- Coordinate dissemination, retention and storage of Council reports and correspondence, including CEO and ELT documents, decisions and actions, ensuring adherence to Council's records management policies and procedures.
- Monitor Government policies, programs and services associated with or impacting on Local Government and provide relevant advice and guidance to CEO and ELT.
- Assist the Governance and Civic Support team with Council meeting processes, organising Council meetings and workshops, and performance of procedural and administrative tasks.
- Assist CEO and ELT in the investigation of any complaints, concerns or opportunities associated with internal operations or external stakeholders.
- Provide support in research, analysis and project management of specific projects, as directed.
- Participate in professional development and networking opportunities to assist identification of best practice provision of executive services, governance and/or other services of Council.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

- Ensure adherence to Council's Code of Conduct.
- Adhere to Council's OH&S, risk management, equal opportunity, work practices and risk management policies and procedures and act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- Ensure Council's document management and customer-tracking systems are utilised and tasks and correspondence are actioned within required time frames.

Organisational relationship

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|------------------------|---|
| Reports to | Manager Governance and Civic Support |
| Manages | Nil |
| External relationships | Residents, Officers in Local Government Councils, State and Federal Government Departments, Community Groups, Consultants, Business Leaders and residents |
| Internal relationships | All staff |

Accountability and extent of authority

This position is accountable for:

- provision of direct support and assistance to the CEO and ELT with minimal supervision and subject to established procedures and guidelines.
- creation of professional, accurate and timely documentation, including reports, minutes and correspondence.
- provision of information to internal and external customers to a professional standard, which is accurate and in accordance with Council policies and guidelines, acts, regulations, codes and standards.

This position has the authority to:

- provide recommendations regarding administrative issues, policy and continuous improvement opportunities across the organisation.
- The freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this Band on individual clients may be significant, but it is usually subject to appeal or review by more senior employees.

Judgement and decision making

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent.
- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available from senior staff.

Specialist skills and knowledge

- Proficiency in the application of administrative and governance procedures and practices, including understanding of the underlying principles as distinct from practices.
- Highly developed skills and proficiency in Microsoft suite of programs, in both collaborative and confidential contexts.
- Knowledge and understanding of the objectives, roles and responsibilities of the CEO Office, Executive Leadership Team and the organisation.

Management skills

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Interpersonal skills

- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.
- Well-developed verbal and written communication skills.

Qualifications and experience

- [Relevant tertiary qualification in Business Management / Business Administration with some relevant experience, or lesser formal qualifications and substantial relevant experience.
- Advanced Microsoft Office suite skills.
- Experience in executive or senior management staff support in an administration role.]

Selection criteria

1. [Relevant qualifications and experience in business administration / management at an executive assistant level.
2. Demonstrated understanding of Local Government, its services and the governance requirements of the industry.
3. Well-developed verbal and oral communication skills, with the ability to engage stakeholders at all levels and produce succinct documentation.
4. Exceptional skills in Microsoft Office suite, including creation and management of complex documents in Excel and Word.
5. Demonstrated experience in providing well-researched, discreet, confidential and timely support and advice to senior management across varied subject matter.]

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

This position is required to attend events and meetings outside normal hours of work.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months .

COVID-19 Vaccination – All Council appointments must provide evidence of their vaccination status to meet mandated vaccination requirements.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

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| [Date Approved/reviewed | October 2021 |
| [Prepared by | Coordinator People and Culture |
| [Approved by | Chief Executive Officer |

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]