

POSITION DESCRIPTION	
Title:	Executive Assistant to Chief Executive Officer
Group:	
Responsible to:	Chief Executive Officer
Reports to:	Executive Manager Corporate Governance & Risk
Grade:	14
Position Allowances:	Nil
Hours:	35 hours per week
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	50001
Pre-placement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	September 2018
Date Reviewed:	October 2022
Position Purpose	
To provide high level executive and administrative support to assist the Chief Executive Officer and Executive Leadership Team (ELT). to address the complexities of their roles and to achieve business objectives.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Tertiary qualifications in business administration or other relevant discipline and /or extensive experience. • Demonstrated experience providing executive support at a senior level. • Demonstrated ability to manage confidential information in a professional and sensitive manner. 	

- Excellent verbal and written communication skills with the ability to liaise with people at all levels, including senior executive staff.
- Demonstrated experience in meeting protocols with proven ability to prepare and publish agendas, business papers and preparation of accurate minutes in a timely manner.
- Demonstrated ability to work independently and as part of a team, exercising sound judgement and confidentiality.
- High level organisational and time management skills, with proven ability to manage competing priorities in a fast paced environment.
- Demonstrated high level reasoning, conceptual and problem solving skills and the exercise of sound judgement and advice.
- Excellent written communication skills to the extent of drafting correspondence, reports and other documents for approval.
- Excellent customer service skills.
- Demonstrated advanced proficiency in the Microsoft Office suite and the ability to quickly adapt to new programs.
- Experience in contributing to improvements in systems or making suggestions for other business improvements.

Desirable:

- Knowledge of Local Government functions, practices and procedures.

Main Activities/Tasks

- Provide high quality, timely and confidential administrative and executive support services to the Chief Executive Officer and contribute to the development of administrative processes across the organisation.
- Prioritise activities in the Chief Executive Officer's office to ensure that deadlines are met, screening calls and correspondence for internal and external customers.
- Action the Chief Executive Officer's instructions and maintain strict confidentiality.
- Investigate matters requiring initial assessment and response, follow up matters on behalf of the Chief Executive Officer and where required, resolve matters in consultation with the Chief Executive Officer.
- Draft, prepare and coordinate correspondence, reports and presentations often of a complex and sensitive nature and manage the flow of information and advice.
- Coordination of correspondence between Council, local members, other local government authorities and other government agencies.
- As identified by the Chief Executive Officer, undertake wide-ranging research in matters and projects that relate to the Chief Executive Officer's office.
- Provide other administrative support including (but not limited to) diary and calendar management, records management and payment of accounts.
- Action the Chief Executive Officer's ECM (records management system) tasks including follow up and closing where appropriate.
- Maintain appropriate information retrieval, management reporting and monitoring systems for the Chief Executive Officer and the Executive Leadership Team.

- Liaise with Councillors, community representatives, customers and staff on behalf of the Chief Executive Officer, including coordination of meetings both internal and external.
- Ensure appropriate background information is provided to the Chief Executive Officer for all meetings and follow up on matters arising from meetings as required.
- Provide effective services to Council customers, internal and external, and accurately identify the needs of customers to take action to satisfy customer's needs.
- Present a positive image of Council and a calm conciliatory approach in all customer dealings and achieve positive results for the customer by behaving ethically at all times, being openly accountable, and delivering effective and timely services to the customer
- Ensure accurate and timely governance and administration of the Executive Leadership Team, and any other meetings directed by the Chief Executive Officer, eg, STARS Committee, including the preparation of agendas, business papers and minutes and co-ordination of meetings.
- All administration requirements for the Chief Executive Officer's Performance Review Panel and performance reviews for the Executive Leadership Team in consultation with the Executive Manager Corporate Governance & Risk.
- Administer the Chief Executive Officer's Corporate Credit Card use and reconciliation.
- Raise Purchase Orders on behalf of the Chief Executive Officer and others as required.
- Organise conference attendance, travel and accommodation for the Chief Executive Officer.
- Administer the signing of all documentation by the Chief Executive Officer and the Executive Manager/ Public Officer.
- Participate in the Executive Assistant Support Team and assist with the administration of meetings and workshops on a rotational basis with other Executive Assistants.
- Participate in continuous improvement of work practices by contributing to Council's business improvement system.
- Backfill the Executive Assistant – Councillor Support position when required.
- Accurate and timely maintenance of council records using Council's document management systems.

Risk Management

- Be aware of all potential risks that might arise in your area of activity and responsibility;
- Minimise Council's exposure to risks in so far as is reasonably practicable within your area of activity and responsibility

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.