

POSITION TITLE & NUMBER:	Executive Assistant (POS 353)
DIVISION:	Corporate and Community
DEPARTMENT/SECTION:	Corporate and Community
EMPLOYMENT STATUS:	Temporary – Full Time
CLASSIFICATION:	Administration Band 2 Level 2
GRADE:	12
OCCUPANT:	Secondment

POSITION OBJECTIVE

- This position contributes to the organisations goals through providing executive and administrative support primarily to the Director, Corporate and Community.

KEY RESPONSIBILITIES AND DUTIES

- To provide general clerical and administrative tasks and executive assistance
- Be the first point of contact for all related enquiries from residents via phone, electronic or written form.
- Action all incoming enquiries and provide residents with the appropriate information and procedures as directed by Council.
- Amend and create policies, procedures and forms where needed for compliance functions.
- Preparation of statistical reports for compliance activities.
- Co-ordinate, prioritise, diarise and allocate tasks to internal staff.
- Generate written correspondence, including formal and legal documents, notices and orders, mail merges and reports.
- Develop and revise operating and administrative procedures as required.
- Registering documents and correspondence in CM10, updating excel spreadsheets.
- Prepare correspondence and reports such as letters, memorandums, agendas, reports and minutes accurately and to a high standard
- Arrange and schedule meetings and events

KEY PERFORMANCE INDICATORS AND OUTPUTS

- Accurate and prompt preparation and typing of reports and correspondence
- Deliver high-quality administration, coordination and secretarial services to the Director effective diary and calendar management.
- Support all enquiries from internal and external stakeholders on behalf of the Director
- All enquiries are handled in a timely and accurate manner.
- Accurate and prompt preparation of reports and any written correspondence
- All documents are registered in CM10 and are easily accessible.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director, Corporate and Community
Supervises:	N/A
Internal Stakeholders:	Directors Section Managers Other Council Employees
External Stakeholders:	Members of the public/residents/ratepayers Commercial representatives e.g. suppliers Politicians

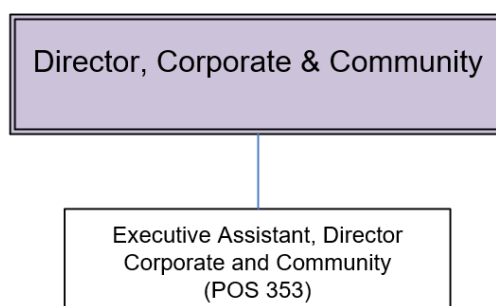
ADDITIONAL INFORMATION

- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2020, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence and training.

SKILLS AND ATTRIBUTES

- Organising Meetings (sending out agenda, taking minutes on laptop, distribution of minutes etc.)
- Office Management (e.g. coordinate clerical staff and workflow, order supplies)
- Administrative duties (e.g. customer service requests, maintaining meeting minutes)
- Corporate Record Management (e.g. following corporate procedures)
- Word Processing/Typing
- Purchasing and Procurement
- Shorthand/Notetaking

ORGANISATIONAL CHART



QUALIFICATIONS

- Certificate III in Business Administration or higher and/or relevant work experience in a similar environment.

KEY SELECTION CRITERIA

- Demonstrated ability and experience in the delivery of quality administrative support at a senior level with proven attention to detail
- High level computer literacy, including experience with the Microsoft Office suite of programs
- Well-developed written and interpersonal communication skills

- Experience handling sensitive situations with discretion and confidentiality
- Ability to work under pressure and meet deadlines
- High level organisational skills with experience in managing and prioritising workflow
- Proven ability to work as part of a team
- Class C driver licence
- Knowledge of local government (**Desirable**)
- Ability to effectively operate computer systems preferably Civica and CM10

ADMINISTRATION BAND 2 LEVEL 2 SKILL DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

JUDGEMENT & DECISION MAKING:

Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

MANAGEMENT SKILLS:

May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.

INTERPERSONAL SKILLS:

In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.

QUALIFICATIONS & EXPERIENCE:

As specified in the 'Qualifications' and 'Key Selection Criteria' sections above.

SPECIALIST SKILLS & KNOWLEDGE:

As specified in the 'Skills and Attributes' section above.

APPROVAL OF POSITION DESCRIPTION

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____	
Signature: _____	Date: _____
Manager: _____	
Signature: _____	Date: _____