



# Executive Business Support - Infrastructure & Operations

## POSITION PROFILE

Division	Shire Infrastructure	Status	Permanent Full time
Unit	Shire Infrastructure & Operations	Salary Grade	Grade 9
Reports to	Director Shire Infrastructure & Operations	Reviewed	January 2023

## POSITION PURPOSE

To provide executive support through developing, coordinating, and administering Council's Infrastructure & Operations Directorate including Asset Services, Project Delivery, Open Space operations, Building Operations, Waste Services, Civil Operations, Fleet & Logistics.

## POSITION OUTCOMES AND ACCOUNTABILITIES

- Provide efficient & effective customer service to all levels of Council including Mayor, Councillors, CEO, Executive, Senior Managers, staff across council, stakeholders, and community.
- Review & coordinate Directorate presentations, briefings & reports for Executive, Council, Committees, Sub Committees, Steering Groups and Project Control Groups.
- Administer various Committees, Sub Committees, steering groups and control groups through preparation and circulation of agendas and minutes.
- Coordinate VIP and Customer requests by developing and implementing processes working within the corporate systems to ensure excellent customer services through collaboration with Managers and staff.
- Develop and coordinate Directorate activities such as Reward & Recognition, work experience, general administration for Director etc.
- Review, develop, and coordinate business improvements or special projects.
- Provide financial oversight of allocated nominal budgets, oversee grants administration and review Directorate communications.
- Co-ordinate and communicate to Directorate staff to ensure smooth delivery of training, reports and collation of documentation.
- Support the Directorate as required for recruitment, procurement, project planning, communications, advertising, newsletters and contract administration.

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"><li>▪ Diploma in Business Administration or other relevant area or equivalent extensive experience</li><li>▪ Class C Drivers Licence</li></ul>
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Experience or skills	Essential	<ul style="list-style-type: none"> <li>▪ Ability to critically examine outputs to enable successful planning and delivery of aligned outcomes for the short and medium term.</li> <li>▪ Possess strong planning skills with a proven ability to use resources in the most effective way.</li> <li>▪ Proven ability to anticipate changing environments and to develop strategies to position the Council to make constructive decisions.</li> <li>▪ Proven ability to operate within a changing environment and make constructive decisions.</li> <li>▪ Strong emotional intelligence and a proven ability to work collaboratively and foster effective strategic relationships with people at all levels both internally and externally.</li> <li>▪ Demonstrated technical skills and experience required to perform the role successfully.</li> <li>▪ Demonstrated ability to lead and deliver projects</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>▪ Prior experience in Council / Local Government or public sector procedures and policies</li> </ul>

## CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> <li>▪ <b>Goals oriented:</b> Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them</li> <li>▪ <b>Critical thinking:</b> Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.</li> <li>▪ <b>Communication skills:</b> able to articulate complex and technical matters in simple terms.</li> <li>▪ <b>Team focussed:</b> Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues</li> <li>▪ <b>Time management:</b> Good time management to ensure tasks are completed on time</li> </ul>
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## OUR VALUES

Behaviours	<ul style="list-style-type: none"> <li>▪ <b>Collaborate</b> - We are a united team. We work together to deliver great outcomes for our community</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ <b>Achieve</b> - We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community</li> <li>▪ <b>Respect</b> – We communicate openly, act with integrity and are inclusive</li> <li>▪ <b>Evolve</b> – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.</li> </ul>
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## CORPORATE OBLIGATIONS

Employees	No direct reports.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behavior Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

## SPECIFIC CONDITIONS OF EMPLOYMENT

Availability to attend after hours meetings to support Committees as required.