**POSITION DESCRIPTION**

**Executive Assistant to the Director**

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| **Position Number:** | SCD002, DIS003, DAI002 | | | | | |
| **Directorate:** | All | | | | | |
| **Division:** | N/A | | | | | |
| **Supervisor:** | Director | | | | | |
| **Classification:** | **Band:** | 1 | **Level:** | 3 | **Grade:** | 5 |
| **Tenure:** | Permanent Full Time | | **Hours of Work:** 70 hours per fortnight | | | |
| **Primary Location:** | Tumbarumba and Tumut Offices | | | | | |

**Position Purpose**

Provide executive support to the Director Strategy Community & Development

**Scope:**

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| **Budget Responsibility** | **Staff Management Responsibility** |
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**Key Result Areas:**

1. Provide executive assistance to the Director.
2. Provide administration support to the Director and act as minute taker at meetings as directed.
3. Coordinate and facilitate communications from the Director.
4. Act as minute taker at Council’s Ordinary and Confidential Meetings as required
5. Prepare reports for Council as directed.
6. Research and prepare draft correspondence and reports as directed.
7. Coordinate, prioritise and monitor correspondence (including email, phone and letters) and reports in consultation with Director
8. Identify matters from correspondence and reports that require immediate action.
9. Respond to requests for assistance with training, meetings and travel arrangements.
10. Respond promptly to telephone calls and, where appropriate, handle inquiries and problems towards a satisfactory resolution.
11. Ensure that all dealings with internal and external customers are undertaken fairly and without discrimination.
12. Monitor and coordinate meetings and appointments and maintain Directors diary.
13. Manage confidential records and maintain confidentiality at all times.
14. Uploading correspondence into ECM records management system.
15. Reply to correspondence using corporate branding standards.
16. Undertake any other reasonable duties requested by the Director
17. Contribute to team performance through constructive and positive feedback and the development of a team culture that encourages innovation and high performance.
18. Demonstrate strong work ethic as an effective Team Member.
19. Assess and improve work practices and procedures on a continuous basis to achieve or exceed Snowy Valleys Council’s strategic goals.
20. Demonstrate positive cultural behaviours and commit to applying Snowy Valleys Council’s values, policies and procedures at all times.

**SELECTION CRITERIA**

**ESSENTIAL**

1. Minimum of Cert III in Business Administration or related field of study.
2. Minimum of 12 months experience in a similar role.
3. Ability to demonstrate excellent communication skills, both verbally and in writing.
4. Strong computer application skills.
5. Accurate work processing skills with the ability to type a minimum of 40 wpm.
6. Demonstrated experience in producing reports, correspondence, agendas and minutes.
7. Demonstrated ability to work as part of a team.
8. Proven ability to effectively manage time and work to deadlines.
9. Working knowledge of Work Health & Safety and Equal Employment Opportunity legislation and the Privacy Act.
10. Ability to provide a high standard of customer service to internal and external customers.

**DESIRABLE**

1. Previous Local Government Experience
2. Certificate IV or higher in Business Administration or another related field of study
3. Current Class C Driver license

