



POSITION DESCRIPTION

EXECUTIVE ASSISTANT TO GENERAL MANAGER

Department:	Executive Services
Reports to:	General Manager
Supervises:	One
Location:	Coonabarabran
Grade:	11

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The shire is also a meeting place for the nations of our traditional owners and custodian of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. Also the nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The general purpose of the position is to act as a conduit between the General Manager, Mayor and Councillors; provide information to Directors and heads of departments; ensure all secretariat functions are provided to the General Manager and Directors; undertake special projects as requested.

KEY ACCOUNTABILITIES

The holder of the position is responsible to perform the following:

- Disseminate information from Council, Mayor and General Manager to Directors, Managers and staff
- Set up and attend confidential executive meetings
- Business paper preparation and minute taking at Council meetings and committee meetings and other secretariat duties as required (eg setup)
- Liaise with Directors, Mayor, Councillors, external clients and government departments
- Write business paper reports
- Organise Council events management for Australia Day, civic functions, Citizenship Ceremonies
- Ensure all corporate events are entered on organisational calendar
- Ensure all the General Manager's conference registrations are completed. ie Roads Conferences, Annual Shires Association Conference.

- Ensure all meeting arrangements are documented for General Manager.
- Undertake all travel arrangements for General Manager
- Manage the General Manager's outward and inward correspondence
- Monitor changes to Local Government Legislation
- Manage and monitor internal and external customer requests and complaints to the General Manager regarding Council information and services
- Provide customer focused telephone functions
- Provide secretarial support to the General Manager for the preparation of correspondence, reports agendas and minutes.
- Provide support to the General Manager including research, replying to correspondence and other general administration duties
- Undertake other duties as directed which are within the skill, competence and knowledge of the job holder.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

ESSENTIAL REQUIREMENTS

- Commitment to Council's Mission, Values and Code of Conduct
- Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- Certificate IV Business Administration or equivalent relevant qualification.
- Minimum of four years post qualification experience in a relevant area.
- High level skill in word processing, desktop publishing, spreadsheets and database software.
- High level skills in verbal and written communications including experience in report writing.
- Expert knowledge and experience in development and implementation of standards, controls and procedures.
- High level management skills including personal time management and organisation; leading, supervising, motivating, counselling, coaching and developing staff.
- Demonstrated commitment to high level quality customer services principles and practices.
- Demonstrated knowledge of Equal Employment Opportunity and Work Health and Safety legislation and practices.
- Demonstrated high level confidential probity
- Demonstrated experience in report writing
- Class C Driver's Licence.

DESIRABLE REQUIREMENTS

- Diploma in Business or equivalent relevant qualification
- Knowledge of relevant Local Government and other legislation.
- Demonstrated high level skills in strategic planning and resource management.
- Ability to undertake special projects
- Paralegal experience

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Hours of Work

Council's indoor staff work Monday – Friday from 8:15 am to 4:30 pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks.

Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum.

Under the Paid Parental Leave Act 2010, employees who have 12 Months continuous service with the employer will be eligible for paid parental leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera surveillance and global positioning system (GPS) tracking***Reason for Surveillance***

Council recognises its obligations to ensure, where reasonably practicable, the provision of a safe and healthy workplace for its workers and others. Technological advances now mean that most mobile devices (including but not limited to phones, tablets and notebook computers) have camera, computer and tracking surveillance functionality. Council in the course of its business uses these devices. Individual workers have similar capabilities with a Council supplied device or their personal mobile device.

Council utilises surveillance and global positioning (GPS) tracking to:

- help provide protection to Council workers and members of the public
- help provide protection and security of Council assets
- improve service delivery
- optimise fleet operations

Types of Surveillance

Types of surveillance will include:

- camera surveillance at Council facilities
- global positioning system (GPS) tracking on Council plant
- duress devices for staff working in isolation

How surveillance will be carried out

Warrumbungle Shire Council will be carrying out camera surveillance and global positioning (GPS) tracking in the following ways:

- Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Areas which have camera surveillance will be identified by the following sign:



Global positioning system (GPS) tracking has been, or may be, installed, in:

- commuter use vehicles
- plant and trucks
- small plant
- general fleet and leaseback vehicles

All vehicles and plant with global positioning system (GPS) tracking installed will have the following sticker attached:

Camera surveillance and global positioning (GPS) tracking will be continuous and ongoing.



Medical Considerations: Office Worker; Sitting posture for prolonged periods. | Lifting and carrying office equipment (about 15kgs). | Operating computers (about 7 hours per day). | Driving (passenger vehicles).