



# POSITION DESCRIPTION

## Executive Assistant

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**Title:** Executive Assistant

**Tenure:** 3-year contract - Full Time - 80 Hours per fortnight (Monthly RDO)

**Section:** Corporate Services & Works and Services

**Level:** Level 3 – Local Government Industrial Agreement (NSI)

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**POSITION OBJECTIVES:**

- To support the Chief Executive Officer and Managerial Staff by assisting with Governance requirements.
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**REQUIREMENTS OF THE POSITION:**

*Skills:*

- Developed keyboard and typing skills;
- Developed numeracy skills;
- Developing public relation skills;
- Ability to work as part of a small team;
- Sound analytical, research, evaluation and problem solving skills;
- Able to maintain strict confidentiality.
- High level of customer service including professional presentation and telephone manner, with well-developed interpersonal and communication skills, both written and verbal.
- Able to respond to internal and external customers quickly and efficiently.
- A positive solutions-focused attitude with attention to detail and ability to meet tight and multiple deadlines. Able to plan, organise and prioritise accordingly.
- Ability to work independently and within a small team, using own initiative and with minimal supervision.

*Knowledge:*

- Developed knowledge of the English language including spelling, grammar and vocabulary;
- Developed knowledge of Microsoft Office Products, especially Word, Excel and Outlook;
- Developing knowledge of Council's organisational structures and function;
- Sound knowledge of typing/word processing work practices;
- Good knowledge of Local Government practices and procedures;
- Sound knowledge of records procedures and associated software.

*Experience:*

- At least two year's experience in a similar position;

- Experience in a records environment.

*Qualifications and / or Training:*

- Recognised office administration qualifications and/or suitable experience in a relevant field;
  - Completion of Year 10 Certificate with English, Typing or Computer Studies and Maths;
  - Hold a current “C” class motor drivers licence.
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KEY DUTIES / RESPONSIBILITIES:

*Administration:*

- Experience in an administrative role including minute taking and meeting agenda preparation, incl. preparation of Council Agenda / Minutes (incl. Word processing, photocopying, collating and distribution), with demonstrated diplomacy and confidentiality to all administrative tasks;
- Prepare Council Chambers for meetings as required;
- Manage the CEO’s diary, communications, and enquiries;
- Maintaining governance systems, registers and documentation;
- Delivering services in line with the Shire’s core values;
- Provide administrative support to the Chief Executive Officer and managerial staff;
- Oversee OSH functions of Council;
- Responsible for the ongoing maintenance of Councils Social Media accounts;
- Maintain staff handouts, ensuring they are up to date in providing current information;
- Maintain organisational security and confidentiality of information in accordance with organisational policy and legislative requirements.
- Project work as required.
- Undertake further duties as directed and as relevant to the position.
- Provide backup customer service support with reference to counter enquiries, cash receipting and telephone where required.

*Works and Services:*

- To provide day-to-day administration support to the Shire’s Works & Services Department;
- Obtain, enter, and maintain accurate records, including, but not limited to:
  - Works requests,
  - Maintenance records,
  - Cemeteries,
  - Various registers,
  - Operational reports, and
  - Manual/electronic filing systems.
- Ensure all Works & Services related forms, folders, and other documents are kept up to date;
- Check outside staff timesheets for compliance and ensuring correct labour codes are applied;
- Assist with procurement activities and receipt of goods and services, including:
  - Obtaining quotes,
  - Creating purchase orders for approval,
  - Expediting priority goods and services,
  - Maintaining depot stock levels.

- Provide administrative support for human resource and health and safety operations, including:
  - Record management,
  - Compliance tracking,
  - Training coordination, and
  - Stakeholder communication.
- Develop and administer Geographic Information System (GIS) or similar systems for use by the Works & Services section of the Shire. This includes being responsible for the capture and updating of Shire asset data in the Roding Asset Maintenance Management (RAMM) geospatial system;
- Review, create, update, spreadsheets and reports;
- Organise and attend meetings, take and distribute minutes, including formal and informal meetings such as monthly toolbox and coordination meetings;
- Ensure compliance with relevant Shire procedures and standards by assisting with preparing regular reports;
- Assist with organising events, training sessions, and meetings being undertaken by the Works and Services department;
- Submit and prepare insurance claims;
- Peruse newspaper advertisements relating to Works and Services. Take the original of those relevant to the Council and place in relevant advertising book and/or file;
- Other duties as may be required and as relevant to the position.

#### *Organisational*

- Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined;
- Maintain strict confidentiality;
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards;
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings;
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant to the scope of the position or department.

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#### **ORGANISATIONAL RELATIONSHIPS:**

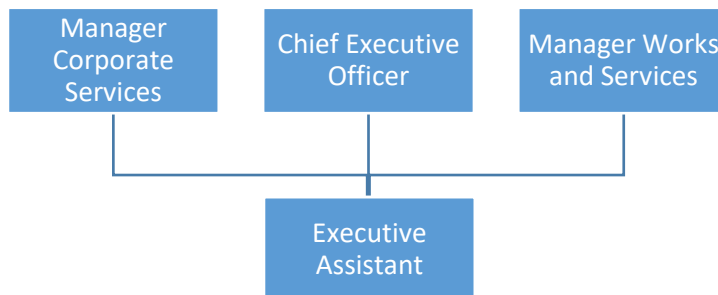
Responsible to: Chief Executive Officer

Supervision of: Nil

Internal & External Liaison:

Internal: All Council staff

External: Ratepayers and residents  
General Public



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#### EXTENT OF AUTHORITY:

This position operates under the broad direction of the Chief Executive Officer and within the parameters of Council's policies and procedures, relevant guidelines and delegated authority, as well as statutory provisions of the *Local Government Act 1995* and other legislation.

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#### CORPORATE ACCOUNTABILITIES:

- All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows proper concern for the public interest;
  - Comply with Council's Code of Conduct, management directives and approved policies and procedures;
  - Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations;
  - Maintain obligations described within the Shire of Nungarin's Customer Service Charter;
  - Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment;
  - Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues;
  - Deliver effective use of Shire resources within the level of accountability for this position.
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#### OCCUPATIONAL SAFETY AND HEALTH:

- Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues;
- Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times;
- Report all accidents, incidents and hazards;
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant;
- Eliminate and control hazards in the workplace using the hierarchy of controls;
- Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the *OS&H Act 1984* and *OS&H Regulations 1996*.

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## SELECTION CRITERIA:

### *Essential:*

- Sound knowledge of Records procedures and associated software;
- Able to maintain strict confidentiality;
- Current “C-A” (Automatic) or “C” (Manual) class national driver’s licence;
- Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position (not required if an internal appointment).

### *Desirable:*

- Certificate in Records Management or similar;
  - Good knowledge of Local Government practices and procedures;
  - Good knowledge of the Shire of Nungarin region, services and facilities;
  - Knowledge of Local Government structures and functions;
  - Experience in the use of internal record keeping procedures.
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## PHYSICAL DEMANDS CRITERIA:

<b>Standing:</b>	Regular standing is required throughout the day.
<b>Sitting:</b>	Required during the performance of desk/office/computer duties, and while attending meetings. Also while driving a vehicle.
<b>Walking:</b>	General walking throughout the environs of the Shire of Nungarin, over vacant, undeveloped land and construction sites, with many variables of underfoot conditions.
<b>Bending or Stooping:</b>	Limited bending and stooping only.
<b>Lifting:</b>	Lifting of small to medium items of equipment.
<b>Pushing:</b>	Limited pushing ability only.
<b>Arm and Hand Movement:</b>	Must have full dexterity of both hands and full arm movements to enable use of a wide range of work related items.
<b>Reaching:</b>	Limited reaching only, except when reviewing plans.
<b>Carrying:</b>	Limited carrying of small to medium items only.
<b>Neck Flexion and Rotation:</b>	Regular spinal rotation is utilised during normal work duties.
<b>Handling/Dexterity:</b>	Must be able to operate a range of office related items e.g. computer. Also while driving a vehicle.

<b>Eyesight:</b>	<p>Good peripheral vision and good hand eye coordination is required to perform normal duties.</p> <p>All other functions require a general standard of vision; e.g. reading, office duties and use of computer based equipment.</p>
<b>Hearing:</b>	A good level of hearing capability is required.
<b>Psychological Factor:</b>	<p>An ability to work with autonomy likewise be part of a Team. Be able to maintain excellent observation and concentration skills.</p> <p>Good coping skills are important in the interaction with employees and members of the public.</p>
<b>Literacy Skills:</b>	<p>Must have good reading, numeracy, analytical and comprehension skills especially, technical knowledge, along with good verbal and writing communication skills, especially when dealing with a diverse clientele.</p>

#### AREAS OF POTENTIAL HAZARD AND RISK

- Personal Injury;
- Public Safety;
- Dust;
- Insects;
- Manual handling and lifting;
- Slipping and tripping;
- Falling;
- Access and Egress (from vehicle);
- Public interaction.

#### STAFF INDUCTION RECORD

We the undersigned, agree that the incumbent has performed the following necessary induction processes required for the position.

INDUCTION	INCUMBENT	SUPERVISOR	DATE
Workplace Duties & Responsibilities			
Workplace Safety Induction			
Workplace Emergency Evacuation			
Declaration of Understanding			
Council's Code of Conduct			



**POSITION & INCUMBENT DETAILS:**

Notes: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the positions. The original of all updated position descriptions must be returned to the Chief Executive Officer for filing on personnel files.

Present Occupant: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date appointed: \_\_\_\_\_

Approved: \_\_\_\_\_  
Chief Executive Officer

Date: \_\_\_\_\_

