

# SHIRE OF LAVERTON

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>EXECUTIVE ASSISTANT TO THE EXECUTIVE OFFICERS</b>
<b>LEVEL:</b>	Up to \$75,000 depending on experience and qualifications
<b>SECTION:</b>	Administration
<b>RESPONSIBLE TO:</b>	Executive Officers
<b>POSITIONS UNDER DIRECT SUPERVISION:</b>	Not Applicable
<b>POSITIONS WITHIN SECTION RESPONSIBLE FOR:</b>	Not Applicable

### **POSITION OBJECTIVES:**

1. To provide an efficient, proactive and confidential range of executive secretarial and administrative support services to the Chief Executive Officer, Deputy CEO, Executive Manager Technical Services, Shire President and Councillors;
2. To contribute to improved organisational effectiveness, by respecting other employees, by acting ethically, honestly and with fairness and by working to achieve Council's and team objectives;
3. To understand and adhere to Council's policies, Code of Conduct and other legal requirements.

### **REQUIRED ATTRIBUTES:**

#### **KNOWLEDGE:**

- Good knowledge of the diverse duties of an Executive Assistant, its procedures, policies and activities;
- Good knowledge of general Local Government practices and procedures including local government law and meeting procedure.

**SKILLS:**

- Demonstrated high level of competence in executive level correspondence and presentations;
- Demonstrated ability to deal with sensitive, political and confidential duties;
- Proficient word processing skills and Microsoft Office skills;
- Demonstrated ability to communicate effectively at all levels delivering a high level of interpersonal and customer service skills;
- Highly developed organisational skills with the ability to manage time, work output and priorities and handle a range of tasks with competing priorities;
- Highly developed verbal and written communication skills;
- Ability to initiate and work without supervision and be able to work in a team environment;
- Demonstrated competency in coordination of projects;
- Demonstrated research and analytical skills;
- Demonstrated competence in report writing.

**EXPERIENCE:**

- At least 2 years' experience in an executive assistant role, secretarial role or an administrative position within local government or the commercial or public sectors.

**QUALIFICATIONS AND / OR TRAINING:**

- Completion of Year 12 and demonstrated experience is a minimum, however a recognised tertiary qualification in a related discipline or substantial completion towards the qualification is desirable;
- Hold a current "C" class driver's license;
- Current National Police Clearance.

**OUTCOMES FOR THIS POSITION / KEY RESPONSIBILITIES:**

- Providing high quality administrative support to the Executive Officers, Shire President and Councillors;
- Maintain and manage the CEO's diary;
- Answering all incoming telephone calls and emails and actioning or delegating as appropriate;
- Arrange for the attendance of the CEO, executive staff and Councillors at conferences, meetings training courses etc including organising registrations, travel arrangements and accommodation;

- Convene internal and external meetings on behalf of the CEO including meeting room bookings, setting-up and clean-up of meeting rooms and arranging catering as required;
- Administer all aspects relating to meetings of Council (Ordinary meetings, Special Meetings, Annual Electors Meetings and Committee Meetings) including preparation of Agendas, Minutes, Councillors Information Bulletins and distribution of documentation;
- Attend all meetings of Council to take the minutes of the meeting;
- Collation and preparation of correspondence and documents such as emails, letters, faxes, memos, reports, and business papers;
- Provide customer service on behalf of the Chief Executive Officer and President both in person and over the phone;
- Organisation of other meetings, civic receptions and functions as required;
- Provide support to other Managers, Project Officers and Consultants as required;
- Receive all incoming correspondence for the CEO, President and Councillors (except for personal mail) and then managing, screening and researching the incoming correspondence using the records management system to ensure the correspondence is dealt with appropriately;
- Undertake any other duties as directed by the Chief Executive Officer consistent with the level of this position and principles of broad banding;
- Maintain and update the Shire's webpage including uploading of positions vacant, tenders, event/calendar updates and other changes/updates as required and following up with any enquires submitted via the 'Contact Us' page; and
- All other duties as directed by the Executive Management Group.

**EXTENT OF AUTHORITY:**

Works under the general direction of the Executive team within established guidelines, procedures and policies of Council.

**SELECTION CRITERIA:**

<b>ESSENTIAL CRITERIA</b>
Demonstrated ability to provide high quality administrative services including accurate and timely word processing.
Well-developed verbal, interpersonal and written communication skills including ability to research and draft Council reports and general correspondence.
Excellent organisational skills and ability to work independently, set priorities, use initiative and execute tasks within strict timeframes with a high degree of accuracy.
Demonstrated ability to deal with sensitive, political and confidential duties and matters.
Well-developed ability to create and prepare routine correspondence, reports and presentations using Microsoft Office software such as Word, Excel and PowerPoint.
Good knowledge of the fundamentals and protocols of organising meetings, ceremonies, functions and receptions.
Current WA Drivers Licence

Applicants are required to provide a written address to each Essential Criteria Item.

<b>DESIREABLE CRITERIA</b>
Sound knowledge of local government's role in providing services to its constituents including programs, services and activities.
Previous local government experience with knowledge of the diverse duties of its procedures, policies and activities.
Ability to work flexible working hours.
An appreciation of living and working in a small remote community