



LOWER EYRE COUNCIL POSITION DESCRIPTION

- 1. POSITION TITLE:** Executive Assistant – Office of the Chief Executive Officer
- 2. AWARD:** Local Government Municipal Officers Award
- 3. LEVEL:** Level Four
- 4. DEPARTMENT:** Corporate Services

5. POSITION DESCRIPTION:

The Executive Assistant provides high-level confidential executive, governance and administrative support to the Chief Executive Officer, Executive Staff, Mayor and Elected Members.

The role is responsible for coordinating Council's governance and meeting administration functions, including the preparation of agendas, minutes, resolutions and action tracking. The position acts as a key liaison between the Chief Executive Officer, Executive Staff, Mayor, Elected Members, Council staff, government agencies and community stakeholders, ensuring the efficient operation of the Office of the Chief Executive Officer and supporting transparent and accountable decision-making.

The position also acts as Secretary to Council's Section 41 Committees and provides governance and administrative support to those bodies as required.

6. POSITION OBJECTIVES:

The purpose of the position is to ensure the Chief Executive Officer, Executive Staff, Mayor and Elected Members are provided with high-level executive assistance, governance support and administrative services by:

- Providing quality executive and administrative support to the Chief Executive Officer, Executive Staff, Mayor and Elected Members, including diary management, meeting coordination and travel arrangements.
- Coordinating the preparation, collation and distribution of Council, Committee and Workshop agendas, attachments and minutes.
- Supporting effective governance practices and ensuring legislative compliance relating to Council meetings and decision-making processes.
- Managing Council resolutions, actions and governance registers and ensuring follow-up of actions arising from meetings.
- Acting as Secretary to Council's Section 41 Committees and providing governance and administrative support to those Committees.

6. POSITION OBJECTIVES

Cont'd:

- Coordinating Council civic functions, ceremonies and official events.
- Supporting media, communications and public relations activities to ensure accurate and timely information is provided to the community.
- Providing quality and comprehensive assistance to the internal and external customers of Council.

7. KEY RESPONSIBILITIES:

7.1 *Responsibilities - General*

1. Participate in the creation, review and implementation of Council policies, procedures and instructions pertaining to the work area.
2. Comply with Council's Code of Conduct and uphold the Staff Values.
3. Comply with all Council policies and procedures.
4. Work co-operatively as a member of the Council team;
5. Present a positive image of the Council in all dealings with the community;
6. Participate in team meetings and other work-related meetings;
7. Develop and maintain productive relationships with workgroup, department, and organisational teams; and,
8. Contribute collaboratively in identifying and resolving issues and problems related to workgroup practices.
9. Some out of hours work will be required as part of this role, with management of this requirement to be undertaken in line with Council's enterprise bargaining agreement and associated Human Resource policies.

7. KEY RESPONSIBILITIES

Cont'd:

7.2 Responsibilities – Task specific

Chief Executive Officer, Executive Staff & Elected Member Management	
Major Actions	
1.	Maintain the CEO's diary and coordinate appointments, travel and associated activities
2.	Provide executive and administrative support to Executive Staff as directed
3.	Make travel arrangements and appointments for the Mayor and Elected Members as required and assist with enquiries
4.	Manage Council correspondence relating to the office of the CEO, including preparation of letters, acknowledgements and correspondence for the CEO
5.	Assist with the preparation of Council workshops, forums and functions, including facility hire, catering, invitations and meeting logistics.
6.	Manage deputation requests and arrangements for invited guests
7.	Liaise with government agencies, industry bodies, consultants, contractors, community groups and stakeholders on behalf of the Office of the CEO
8.	Maintain records relating to the Office of the CEO, Executive Staff, Mayor and Elected Members in accordance with Council's records management policies and procedures.
9.	Any other tasks or functions as requested by the CEO.
How success will be measured:	
•	The CEO, Executive Staff and Elected Members are provided with professional, responsive and confidential support.
•	The CEO and Elected Members Travel, diary and meeting arrangements are coordinated efficiently and accurately and communicated to relevant officers / members.
•	Correspondence, enquiries and requests are actioned within appropriate timeframes, including placement in relevant agendas where required.
•	Records are regularly and accurately maintained.
•	Meetings are managed with a high degree of professionalism, communication and efficiency.
Meeting Governance, Management and Committee Management	
MAJOR ACTIONS	
1.	Coordinate the end-to-end administration of Council, Committee, Panel, Workshop and Informal Gathering meetings.
2.	Coordinate the preparation, quality assurance, collation and distribution of agendas, reports, attachments and supporting documentation.
3.	Record and prepare minutes of Council, Committee and other meetings as required.
4.	Provide training, guidance and support to staff in the preparation of Council reports, recommendations and agenda items.
5.	Maintain the Public Minute Book, Confidential Minute Book and associated governance registers, including the Council Seal Register, Confidential Item Register, Conflict of Interest Register and any other registers required by legislation or Council policy.
6.	Coordinate the publication of agendas and minutes in accordance with legislative and Council requirements.
7.	Maintain and manage Council resolutions and actions, including following up overdue actions with responsible officers and preparing resolution status reports for Elected Members
8.	Assist in ensuring compliance with the Local Government Act 1999, Council's Code of Practice for Meeting Procedures and other governance obligations.
9.	Develop and maintain procedures, templates and checklists to support effective meeting administration and governance practices.
10.	Support the administration of Notices of Motion, elected member information requests and capture all Conflict of Interest Declarations and ensure associated registers are updated.

7. KEY RESPONSIBILITIES:
7.2 Responsibilities – Task specific

CONT'D:
cont'd:

How success will be measured:
Agendas and minutes are prepared accurately and distributed within legislated and organisational timeframes.
Council resolutions and actions are accurately monitored, reported and completed within required timeframes.
Registers are maintained and capture accurate details of relevant items and where required, are updated on the Council website.
Elected Members are provided with a report regarding the status of Council resolutions monthly.
Staff are supported to prepare high-quality Council reports and recommendations.
Governance processes support informed decision-making and compliance requirements
Section 41 Committees
MAJOR ACTIONS
1. Act as Secretary to Council's Section 41 Committees.
2. Assist with the review and administration of Committee Terms of Reference, operating procedures and reporting requirements as required.
3. Coordinate the preparation and distribution of agendas, reports and supporting documentation for Section 41 Committee meetings.
4. Attend meetings and prepare accurate minutes, recommendations, resolutions and action lists.
5. Monitor and follow up actions arising from Committee meetings.
6. Maintain Committee records and governance documentation.
7. Provide governance and administrative support to Committee Chairs and Committee members.
8. Coordinate reporting from Committees to Council and facilitate communication between Committees and Council administration.
How success will be measured:
Committee agendas and minutes are prepared accurately and within required timeframes.
Committee actions are monitored and completed in a timely manner.
Committee records are maintained appropriately
Committees receive professional governance and secretariat support
Civic Functions
MAJOR ACTIONS
1. Coordinate Council's Australia Day Ceremony and community breakfast, including the collation of procedures and checklists to ensure a consistent standard is maintained.
2. Coordinate Australian Citizenship Ceremonies.
3. Coordinate official openings, civic receptions and ceremonial events as requested by the CEO.
4. Coordinate the annual staff Christmas function, including service recognition and staff award presentations where applicable.
5. Assist with the organisation of Council functions including Executive Management Team Farewells.
6. Develop and maintain procedures and checklists to ensure consistent event delivery.

7. KEY RESPONSIBILITIES:
7.2 Responsibilities – Task specific

CONT'D:
cont'd:

How success will be measured:
- Civic functions, ceremonies, staff recognition activities and Council events are delivered professionally, within approved budgets and in accordance with Council policies, procedures and legislative requirements. - Events are well organised and meet Council and community expectations. - Appropriate procedures and standards are maintained.
Communications and Media
MAJOR ACTIONS
1. Oversee the preparation of public notices, media releases and responses to ensure they provide accurate and timely information.
2. Explore opportunities for improving Council's public relations corporate image and provide recommendations and reports to the Executive Management team for improvements.
3. Assist in maintaining Council's public image and community engagement activities.
How success will be measured:
- Information provided to the public is accurate and timely - Media relations are pro-actively managed, with positive relationships fostered and adherence to endorsed council processes encouraged.
Customer Service
MAJOR ACTIONS
1. Customers are provided with timely and accurate information
2. Customer request systems are maintained effectively and accurately
How success will be measured:
- Customers have been treated with dignity and respect in line with the staff values - Customer request records are completed in line with established business practices
Records Management
MAJOR ACTIONS
1. Maintain records relating to the Office of the CEO, Executive Staff, Mayor and Elected Members in accordance with Council's records management policies, procedures and legislative requirements
2. Undertake records management activities associated with the position, including the creation, capture, retrieval and maintenance of records in accordance with Council procedures.
3. Assist in maintaining appropriate recordkeeping practices for Council meeting, governance and executive administration activities.
How success will be measured:
- Records relating to the Office of the CEO, Executive Staff, Mayor and Elected Members are accurately captured and maintained in accordance with Council's records management policy, standards and procedures. - Correspondence, agendas, minutes, resolutions and associated governance records are accurately captured within Council's current EDRMS. - Council resolutions and actions are accurately monitored, reported and completed within required timeframes. - Legislative and organisational requirements relating to recordkeeping are complied with.

7. KEY RESPONSIBILITIES:
7.2 Responsibilities – Task specific

CONT'D:
cont'd:

Work Health & Safety (all staff)
MAJOR ACTIONS
1. Comply with the requirements of a safe working environment by following the safety program and applying safe working principles.
2. Be aware of, and actively undertake the responsibilities assigned to your role within WHS policies and procedures.
How success will be measured:
• Participation and being proactive in safety related programs • Completion of required safety related training • Reporting of all near misses, incidents, and accidents • Undertaking the duties associated with the position within WHS policies and procedures.

8. POSITION REQUIREMENTS

a) Knowledge

- 1 Sound knowledge and understanding of local government meeting procedures, governance practices and minute taking requirements.
- 2 Understanding of the relevant provisions of the Local Government Act 1999 and associated Regulations relating to Council meetings, governance and decision-making processes.
- 3 Knowledge of agenda preparation, meeting administration, resolution tracking and governance reporting processes.
- 4 Working knowledge of Microsoft Office applications including Outlook, Word, Excel, PowerPoint and Teams.
- 5 Working knowledge of records management principles and Council's Electronic Document and Records Management System (EDRMS).
- 6 Working knowledge of social media, website and other communication platforms.
- 7 Knowledge of Council policies, procedures, functions and services.
- 8 Knowledge of civic functions, citizenship ceremonies and local government protocol requirements.
- 9 Knowledge of Section 41 Committees and local government committee administration (desirable).
- 10 Demonstrated experience providing executive assistant, executive support or personal assistant services within a professional office environment

b) Experience & Qualifications

- 1 Completion of Year 12 or the appropriate equivalent;
- 2 Driver's licence;
- 3 Training and experience in the use of Microsoft Software Packages;
- 4 Training will be provided to the officer by way of:
 - Identified Local Government sector training courses in relation to key focus areas
 - On the Job Training and support will be provided by an experienced officer
- 5 Experience in administration procedures, file management and all aspects of meeting procedures and administration;

8. POSITION REQUIREMENTS

Cont'd:

c) Skills

- 1 High level of literacy, numeracy and accuracy;
- 2 High level of personal time management skills with the ability to plan work to meet deadlines;
- 3 Ability to relate to a wide range of people;
- 4 Sound working knowledge of Council's computer software systems with regard to meeting and records management.
- 5 Ability to manage competing priorities;
- 6 Professional competence and commitment to the position;
- 7 Ability to work as a cooperative team member and able to gain trust, cooperation and assistance of staff and Council to establish effective networks and achieve the directorate's objectives.
- 8 Strong commitment to the provision of high-level customer service and contributing to establishing strong community relationships;
- 9 High level of interpersonal skills and work ethics;
- 10 Willingness to receive and respond to constructive feedback;
- 11 High level of competency in written communication skills;
- 12 Willingness to participate in and contribute to effective team dynamics and team initiatives;
- 13 Ability to be flexible where required.

9. ORGANISATIONAL RELATIONSHIP:

- 1 Supervision and direction is provided by the Chief Executive Officer.
- 2 Liaises with relevant Council staff, Elected Members, Government Agencies and community members.

10. ACCOUNTABILITY

- 1 The person holding the position is accountable for fulfilling the Objectives and Key Responsibilities as set out in this job description.
- 2 The incumbent is responsible and accountable for adequately managing the corporate records they create, capture, and dispose of according to relevant policies, procedures and legislation.
- 3 As this position involves working with children, the successful applicant will be required to undertake a National Police Check.
4. This position is accountable for the timely and accurate preparation and maintenance of records, reports and functions as specified in the Key Responsibilities section of the Job Description.

11. DECISION MAKING AUTHORITY

Financial delegation is provided to this role in accordance with FIN-PRO-08 – Internal Controls Procedures.

The person holding the position is authorized to take any reasonable action to carry out the responsibilities and functions of the position in line with delegations made by the Council and Chief Executive Officer.

Decisions expected	Recommendations expected
- In conjunction with other records staff, decisions regarding the placement of records within the system are to be made.	- Recommendations are provided to Council correspondence reports for the consideration of the relevant officer.
- Arrangements for Council civic meetings, functions and events are undertaken efficiently and effectively	- Recommendations with costings for Christmas functions are provided for discussion.
- Website is proactively reviewed, updated and managed.	
- Processes for the management of social media activities are enacted, communicated and reviewed.	- Recommendations for coordinated programs to assist in social media are presented to the Director.

12. PERFORMANCE INDICATORS:

Performance will be measured and assessed against the position responsibilities and objectives set out within this job description and identified projects during annual performance appraisals.

I, _____, understand the requirements set out in this Job
(Print Name)

Description.

Signature:

Date