



Position Description

Executive Assistant to the CEO

Award: West Wimmera Shire Council Enterprise Agreement 2018

Classification: Band 5A

Name of Occupant:

Employment Status: Full time

Location: Edenhope

Records Only: Document ID Number:

File Number:



Accountability Statement

- a) Comply with the Council's Code of Conduct, management directives and approved policies, procedures and guidelines.
- b) Do not participate in activities that may represent a conflict of interest with the obligations and responsibilities of your role.
- c) Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
- d) Display and promote the type of leadership and activities that will positively influence team culture and business performance.
- e) Deliver effective use of Council's resources within the level of accountability.
- f) Ensure compliance with the Council's values and Corporate Plan objectives.

Position Objective

To provide a high level, confidential, efficient and professional administrative support service to the Chief Executive Officer (CEO).

Key Responsibility Areas

General

- a) Provide high level of confidential secretarial and administrative support, time management and general support and assistance to the CEO
- b) Receive enquiries for the CEO, initiate and follow up on appropriate action, liaising with relevant Council Officers and external parties
- c) Draft CEO correspondence for circulation to staff and councillors
- d) Support the CEO to implement staff recognition and reward programs
- e) Receive correspondence for the CEO, initiate and follow up on appropriate action, liaising with relevant Council Officers and external parties
- f) Manage the CEO's diary, making and confirming any meetings, appointments and public appearances and ensuring the CEO has all relevant information in preparation for diary commitments
- g) Provide assistance to the CEO in their relationship with the Council, maintaining availability to all Councillors
- h) Facilitate the CEO's communication with parliamentarians, ensuring briefings are scheduled with local, state and federal MP's as required
- i) All other daily ad hoc requests
- j) Provide administrative support to Executive Management Team meetings, including scheduling of weekly executive team meetings, strategy meetings, and other ad hoc meetings and team activities as they arise from time to time
- k) Undertake special projects from time to time as agreed with the Chief Executive Officer

Governance Support

Provide relief governance support to the Governance Officer when required, including taking Council minutes and providing administrative support to Councillors.

Occupational Health and Safety (OHS) and Risk Management

This position has a responsibility to:

- Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place.
- Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor.
- Assist new employees in the use of proper work procedures and practices.
- Work in a manner that will not endanger themselves or any other person.
- Use personal protective clothing or equipment as provided.
- Report any defective/damaged personal protective clothing, equipment or gear.
- Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health and Safety.
- Not to interfere with anything that has been provided in the interest of Health and Safety in the business unit.
- Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work.
- Not attempt any task unless they are capable and competent to carry out the task.
- Actively participate in Council's rehabilitation and return to work programs if you are injured.

Accountability and Extent of Authority

- a) To provide information to clients and/or information and support to more senior employees
- b) The freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans
- c) The freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported
- d) The effect of decisions and actions are usually limited to a localised work group of function, individual jobs or clients or to internal procedures and processes

Judgment and Decision Making

- a) The incumbent operates according to Council policies and procedures and within relevant legislation, however a degree of initiative and application of professional or technical knowledge is required
- b) Problem solving using guidelines, policies, procedures, technical knowledge and experience and approach problems with creativity and originality when needed. Guidance and advice usually available within time to make a choice if required
- c) Prioritise a conflicting work load whilst maintaining a customer-focused approach at all times
- d) Use judgement in screening/redirection/answering of incoming correspondence, telephone calls and visitors. Highlight significant and related components of incoming documents and research files for specific information as required by CEO
- e) Use initiative to provide reference materials in advance for meetings and appointments and to recognise and act upon situations requiring follow up action

Specialist Skills and Knowledge

- a) An understanding of the role and function of the senior employees to whom the incumbent provides support, understanding of the long term goals of the Department and an appreciation of the goals of the wider Council
- b) Require an understanding of the function of the position within Council context, including relevant policies, regulations and precedents
- c) Understanding of long term goals and policies of Council and appreciation of wider organisation goals
- d) Ability to manage tasks within given timeframes to meet priority time lines
- e) Advanced computer skills particularly in Microsoft Office applications
- f) Highly developed oral and written communication skills
- g) An understanding of corporate governance requirements as applying to the preparation of correspondence and maintenance of local government records, including registers

Management Skills

- a) Skills in managing own time, setting priorities, and planning and organising own work. In appropriate circumstances, organising that of other employees so as to achieve specific and set objectives, in the most efficient way possible using the resources available and within a set timetable.

- b) Ability to demonstrate initiative in all aspects of the position, particularly with respect to assistance in projects as directed
- c) Integrity to maintain confidentiality regarding personnel and other confidential issues

Interpersonal Skills

- a) Ability to gain co-operation and assistance from clients, contractors, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where applicable.
- b) Ability to write reports and prepare external correspondence.

Qualifications and Experience

- a) Post-secondary qualifications in an Administration, Business Management or equivalent field desirable, or extensive experience in Local Government.
- b) High level office administration skills.
- c) Well-developed skills in the use and application of computer systems, e.g. Microsoft Office, and database applications and specialist systems.
- d) As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Children Check (Vic) is required for this position.

Key Selection Criteria

- a) Qualifications and/or extensive experience in office administration or a secretarial environment.
- b) Demonstrated experience and high level expertise in the use and application of computer systems including word processing and spreadsheet applications.
- c) Demonstrated ability to produce high quality, visually attractive work (including reports, brochures/displays, public notices, etc.).
- d) A high standard of verbal and written communication skills combined with personal maturity commensurate with the role and responsibilities of the position.
- e) A proven record of being able to manage time, set priorities, meet deadlines and work independently within established guidelines.

Organisational Relationships

Reports to:	Chief Executive Officer
Supervises:	NIL
Internal Liaisons:	Other Council Staff and Councillors
External Liaisons:	Ratepayers and general public

Government bodies
Contractors
Consultants
All service authorities

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
May 2021	CEO / Director	David Bezuidenhout
May 2021	Human Resource Manager	Janet Watt

Application Guidelines

These guidelines are provided to assist you in submitting your application for the advertised position with the West Wimmera Shire Council. Please ensure that you read the instructions carefully, prior to submitting your application.

The position description which will provide information on the advertised position. If you require any further information regarding this position, please contact Janet Watt, Human Resource Manager on 0418 858 043.

Applications must be received by 5pm, Sunday 20 June, 2021.

Applications will be short listed for interview based on the responses to the key selection criteria.

Applications should be marked 'Confidential' and may be submitted by:

Email: jobs@westwimmera.vic.gov.au

Post: Marked attention to Janet Watt, Human Resource Manager
West Wimmera Shire Council, PO Box 201 Edenhope VIC 3318

In person to: Kaniva Office, 25 Baker Street Kaniva 3419 or 49 Elizabeth Street Edenhope 3318.

To be considered for the position please ensure that your application includes:

- a) A copy of your current resume, including contact details for two (2) work related referees (referees will only be contacted after a personal interview has been conducted).
- b) Covering letter.
- c) Statement addressing each key selection criteria.

Please note if your application is successful we will require the following documents prior to commencement:

- a) Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)
- b) Photo Identification, i.e. Current Driver's Licence, Passport
- c) A certified copy of all licences and qualifications.

All applications are dealt with in the strictest confidence.

For further information on the West Wimmera Shire Council visit
<http://www.westwimmera.vic.gov.au/Home>

Thank you for your interest in this position; we look forward to receiving your application.