

Position Description



Position Title	Executive Assistant to Chief Officers
Department	Executive Office
Reports to	Executive Assistant to CEO, Mayor and Councillors
Grade	8
Date reviewed	May 2023

Primary Purpose






Provide a range of confidential executive administrative services to support the Chief Officers and the Executive Office.

The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values, which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Prepare, coordinate and review executive level communication including presentations, briefing notes and correspondence to respond to issues and inquiries.
- Research, collate and coordinate reports, advice and briefings to support informed decision making and planning.
- Act as the primary point of contact and analyse, assess and prioritise requests and initiate action, to facilitate optimal use of CSO and CFO's time and expertise.
- Manage diary appointments, arrange meetings, response to invitations and correspondence, coordinate travel arrangements and schedule and support meetings to facilitate the effective management of the CSO, CFO and Executive Office.
- Support administrative practices, event management and onsite business hours staffing requirements within the Executive Office to optimise efficiency and support the delivery of quality outcomes and continuity of services.
- Support the wider executive support services team to deliver executive, secretarial and administrative services for the Executive Leadership Team.
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity.
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions.
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions.

The employee is required to undertake any other duties, projects or tasks which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Intermediate

Essential Criteria

1. Certificate IV qualification or above, in Business Administration or a related discipline with demonstrated contemporary experience in a similar role; or substantial contemporary experience in a similar role supported by ongoing professional development.
2. Demonstrated research, information analysis and interpretation skills, coupled with the ability to prepare correspondence, briefing notes and reports.
3. Demonstrated ability to edit draft correspondence prepared by others to ensure consistent quality and accuracy of all documents prior to publication.
4. Proven ability to manage competing priorities and provide high levels of executive and administrative support in an unpredictable environment.

5. Demonstrated ability to use the Microsoft Office Suite, in particular Word, Excel and presentation software.
6. Demonstrated personal attributes including initiative, ability to work under pressure and a responsive and helpful attitude
7. Demonstrated ability to develop and maintain confidential, constructive and productive relationships with key stakeholders that contribute to the achievement of the organisation's strategic goals.
8. Current Class C driver licence.

Desirable Criteria

1. Experience working in the Local Government or Public Sector.
2. Experience and understanding of Electronic Document Management Systems.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date