

POSITION DESCRIPTION

EXECUTIVE ASSISTANT TO THE CEO & MAYOR

Award Classification	Victorian Local Authorities Award 2001 – Band 6
Directorate	Executive
Reports to	Chief Executive Officer
Supervises	Nil
Approved By	Chief Executive Officer

OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

POSITION OBJECTIVES

The role provides confidential and professional administrative and executive support to the Chief Executive Office and other key stakeholders as required from time to time.

It has a direct impact on the performance of the Chief Executive Officer, Executive Team members and the Mayor and Councillors and provides a high level of support through the coordination and management of tasks and activities across Council’s entire Executive group and acts to maintain and enhance the perception of Council within the Strathbogie community.

- Provide high level confidential, efficient and professional executive support to the CEO, Mayor and Executive Leadership Team.
- Develop systems and improving efficiencies in existing processes.
- Contribute to effective and productive governance operations within the Council.
- Provide exemplary customer service and responsiveness to key stakeholders.

KEY RESPONSIBILITIES AND DUTIES

- Provide executive support and research information as required by the CEO and Mayor, including drafting reports and letters.
- Manage the CEO and Mayor’s diary, arrange and scheduled appointments and ensure all supporting information is supplied.
- Arrange the CEO and Mayor attendance at meetings, conferences, including for interstate and overseas travel, booking of flights, accommodation and registration.
- Manage the day-to-day operations of the office of the CEO to ensure priorities are clear and understood.
- Liaise with governance and communications/media areas to ensure coordination of activities concerning the CEO and Mayor.
- Oversee the administration of the Executive Team meetings including the preparing of agendas/minutes, as required, alongside the CEO.
- Contribute to the Executive Leadership team functions and administrative support.
- Act as a liaison between the CEO, internal and external stakeholders, and attend to a broad range of confidential and sensitive matters.
- Build strong working relationships and liaise between the Executive Team, Councillors, and Managers, including following up on all enquiries on behalf of the CEO by email and phone.

POSITION DESCRIPTION

- Develop professional relationships with key stakeholders, groups, and employees.
 - Support and assist senior officers and team members as appropriate.
 - Contribute to the development of high-quality customer service across the CEO area.
 - Lead, coordinate and support the CEO with strategic organisational activities.
 - Coordinate and arrange meetings/functions for the CEO as required.
 - Collaborate with other leaders to oversee and monitor cross-organisational work that assists in the delivery of strategic projects and the overall delivery of the Council Plan.
 - Support Council's strategic and business planning processes, ensuring effective delivery and legislative compliance.
 - Coordinate and manage the logistics for citizenship ceremonies, ensuring smooth operation and successful event.
 - Manage improvement projects that contribute to achieving key objectives for the CEO's office.
 - Maintain strict confidentiality in all matters.
 - Manage all information and communication flows, including storage and retrieval of information and maintenance of accurate and up-to-date data in key reporting systems.
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OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of their duties to prevent injury to themselves and others.
 - The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.
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RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
 - Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
 - May be required to provide advice to clients or members of public and to provide formal input into the policy development.
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JUDGEMENT AND DECISION MAKING

- The nature of the work is usually specialised with methods, procedures and processes developed from theory to precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the applications of these techniques to new situations.
 - Guidance and advice are usually available.
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POSITION DESCRIPTION

SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.
- Familiarity with relevant budgeting techniques.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible and within a set timetable.
- Understanding and an ability to implement basic personnel policies and practices including those related to equal opportunity, occupational health and safety and employees training and development.

INTERPERSONAL SKILLS

- Ability to write reports and to prepare external correspondence.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience in the provision of administrative support at senior executive level.
- Extensive experience in customer-facing roles and demonstrated expertise in word processing and business systems.

KEY SELECTION CRITERIA

Essential

- Relevant experience in the provision of administrative support at senior or executive level in a complex and political environment.
- Strong communication skills, both written and verbal, with the ability to liaise effectively with internal and external stakeholders
- Proven ability to draft reports, letters, and other documents with a high degree of accuracy and professionalism
- Exceptional organisational skills with the ability to coordinate and manage multiple tasks
- Demonstrated ability to maintain strict confidentiality in all matters and manage information flows effectively.
- Experience in managing and retrieving information, ensuring data accuracy and up-to-date reporting systems
- Commitment to providing exemplary customer service and responsiveness
- Satisfactory Police Check
- Knowledge of Local Government functions is desirable

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TERMS AND CONDITIONS OF EMPLOYMENT

The Executive Assistant to the CEO & Mayor position is classified as a Band 6 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 6 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2023.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date:
