

# POSITION DESCRIPTION

## Executive Assistant

<b>Position Number</b>	GOV 2	<b>Date Effective</b>	21 November 2022
<b>Level</b>	5	<b>Agreement/Award</b>	LGIA 2010
<b>Business Unit</b>	Executive		
<b>Responsible To</b>	Chief Executive Officer		

### 1. OBJECTIVES OF POSITION

Reporting to the Chief Executive Officer (CEO), this role is responsible for assisting the delivery of efficient, effective and compliant executive and administrative support to the CEO and Council.

The role will focus on providing high level, executive support to the CEO including coordinating meetings, agendas and minutes for the CEO, Council, Committee and Senior Management, travel and professional development opportunities for both the CEO and Councillors as directed and the liaison with external stakeholders to facilitate activities such as Citizenship Ceremonies, visiting dignitaries and other ceremonial events.

### 2. KEY DUTIES AND RESPONSIBILITIES

The Executive Assistant is primarily responsible for:

- Providing administrative support to a range of positions including the CEO, Shire President, Councillors and D/CEO.
- Ensure Primary Returns and Annual Returns are completed in a timely manner by Elected Members.
- Disclosure of Interest – make sure forms are provided to Elected Members at the Briefing Session, Ordinary Council meetings and Committee meetings.
- Coordinate the review of Council Policy with assistance of Governance Officer.
- Maintain various governance registers.
- To maintain the Gift Register.
- Assist the CEO with completing the CEO's Compliance Return on a yearly basis.
- Screening, assessing and deferring telephone calls for the CEO.

- Coordinate registration, travel, accommodation for the CEO, Shire President, Councillors and staff to attend conferences, courses and seminars.
- Providing a high level of customer service to both internal and external stakeholders ensuring legislative requirements are adhered to at all times.
- Preparation of agendas and minutes, and ensure minutes are circulated in a timely manner as well as following up correspondence that result from Council meeting minutes.
- Prepare reports as required.
- Attend Committee and Council Meetings as directed by the CEO.
- Ensure appropriate actions are put in place in relation to any special council meetings i.e., advertising as per legislation.
- Prepare presentations, addresses and speeches for the CEO as directed.
- Managing all aspects of bookings of venues, set up and catering requirements for all events related to the Chief Executive Officer and Council.
- Manage and monitor calendars, including arranging appointments and meetings for the CEO, Shire President and Councillors.
- Responsible for Council Chambers Stock.
- Responsible for the preparation of Council Chambers for meetings as directed by the CEO.
- To undertake record keeping on behalf of the CEO and Councillors.
- To maintain Council's Complaint Register.
- To provide information in response to Freedom of Information requests.
- Maintain Council's Policy Manual and Delegation Register.
- To provide an updated schedule of meetings and events for the CEO, Councillors and staff on a monthly basis.
- Manage Pool car bookings and maintenance.

### **3. SAFETY AND DUTY OF CARE**

The Shire of Boyup Brook recognises its legal obligations under the Equal Opportunity Act 1984 and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

The Shire is committed to Workplace Health and Safety in all areas of the Shire's operations, and requires you to comply with the requirements of the Work Health and Safety Act 2020 and accompanying Work Health and Safety (General) Regulations 2022 which requires that while at work, a worker must:

- a) take reasonable care for the worker's own health and safety; and
- b) take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and
- d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety

### **4. REQUIRED SKILLS AND QUALIFICATIONS**

- Highly developed skills in all interpersonal communication requirements at an executive level with a high attention to detail and accuracy.
- Demonstrated ability to work within a team environment and autonomously.
- Demonstrated ability to effectively research and analyse information.
- Demonstrated ability to write reports to Council.
- Demonstrated ability to effectively deal with sensitive, political and confidential duties.
- Experience in a similar role involving the facilitation of minutes and agendas and provision of high-level support to staff at an executive level.
- High efficiency and attention to detail with an emphasis on proof-reading.
- High computing/keyboard competency with Microsoft Office.
- Excellent customer service, prioritizing and organisational skills.
- Excellent communication skills – both written and verbal.
- High level of public relation skills.
- Understanding of agenda and minute taking

## 5. LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS

Responsible to: Chief Executive Officer

Supervision of: Nil

### Internal and External Liaison:

- **Internal**
  - Chief Executive Officer
  - Deputy Chief Executive Officer
  - Finance Manager
  - Manager of Works
  - President and Councillors
  - Administration Staff
- **External**
  - Other Local Government Agencies
  - Government Department and Agency Staff
  - Guests and Visitors
  - General Public
  - Consultants

### Extend of Authority

Works under supervision of the Chief Executive Officer

## 6. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the officer's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shires strategic planning.

## 7. CERTIFICATION

As Chief Executive Officer (CEO), confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Occupant</b>	
<b>Date</b>	
<b>Chief Executive Officer</b>	
<b>Date</b>	