Position Description

Position Title	**Executive Assistant**
Department	Governance
Award	Local Government Officers' (Western Australia) Award 2021
Level	Negotiable based on qualifications and experience
Employment	Permanent, full-time

Position Summary

The position provides confidential executive and administrative support to the Executive Manager Governance, and to the Chief Executive Officer as directed.

The Executive Manager Governance is accountable for the portfolio. The Executive Assistant carries out the day-to-day administration of Council meeting support, statutory compliance, registers, records, human resources and communications, so that deadlines are met and records stay accurate.

Key Duties and Responsibilities

Executive Support to the CEO and Executive Manager Governance:

- Manage the diaries, email, confidential correspondence, meetings and travel of the CEO and the Executive Manager Governance
- Register the CEO, Elected Members and Executive Manager Governance for training and events and book their flights and accommodation
- Respond to enquiries referred to the CEO's office by reception, with tact and discretion
- Draft letters, memos, briefing notes and presentations
- Follow up actions arising from meetings of the CEO and the Executive Manager Governance

Governance and Statutory Compliance:

- Maintain the compliance calendar and give the Executive Manager Governance advance notice of statutory deadlines and returns
- Assist with compiling the annual Compliance Audit Return and the Annual Report, and with arrangements for the annual electors' meeting and local government elections
- Update statutory registers as directed, including delegations, financial interests (primary and annual returns), gifts and complaints, and issue return reminders to designated employees
- Assist with the annual review of delegations and the review of policies, local laws and the Code of Conduct, and keep the policy manual and local laws register current

Council Meeting Support and Civic Functions:

- Compile agendas and minutes for Council, committee and electors' meetings using Doc Assembler, for quality control by the Executive Manager Governance, and distribute them within statutory timeframes
- Attend Council, committee and electors' meetings to take minutes, which may require work outside normal business hours
- Maintain the Council resolutions action register and follow up outstanding actions with officers
- Assist with arrangements for Australian citizenship ceremonies and civic functions
- Assist the Corporate Services Assistant with meeting room set-up and catering for Council meetings, ceremonies and civic functions as required

Risk and Records:

- Update the risk register as directed and prepare papers for the Audit, Risk and Improvement Committee
- Capture records created by the CEO's office and for Council meetings, including CEO correspondence, agendas, minutes and statutory registers, in the recordkeeping system in line with the State Records Act 2000 and the Shire's Recordkeeping Plan
- Take primary responsibility for maintaining the intranet and shared document system, in coordination with the Corporate Services Assistant, including its structure, content, access permissions and updates, so that it is current and meets statutory requirements, reporting to the Executive Manager Governance
- Maintain the registers and correspondence for Freedom of Information and Public Interest Disclosure matters, keeping them strictly confidential

Human Resources:

- Provide administrative support for recruitment, including advertisements, interview schedules, reference checks and pre-employment checks
- Prepare onboarding packs and maintain position description, training and performance review records, when required by the Executive Manager Governance
- Support work health and safety administration for the Governance portfolio, including incident reports and training records

Communications and Information Technology:

- Draft and publish public notices, website content and social media posts approved by the Executive Manager Governance
- Log information technology requests and issues with the Shire's external information technology contractor

General:

- Provide general administrative support to the CEO and the Executive Manager Governance as directed
- Provide relief for the Corporate Services Assistant
- Carry out other tasks relevant to the position as assigned by the CEO or the Executive Manager Governance

Organisational Duties and Responsibilities

- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour
- Adhere to and comply with governance principles, Council procedures and policies, delegations, lawful directions and the Shire's Code of Conduct for Employees

- Create and maintain accurate records in accordance with the State Records Act 2000 and the Shire's Recordkeeping Plan
- Use Shire funds, vehicles, plant, equipment and information responsibly and only for authorised purposes
- Participate in the development of a safe and healthy workplace
- Cooperate with management in its fulfilment of its obligations under the Work Health and Safety Act 2020 (WA)
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care under the Work Health and Safety Act 2020 (WA)
- To report any injury, hazard, incident or illness immediately
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Carry out other duties within their skills, competence and training as directed

Key Reporting Relationships

Reporting to:
Executive Manager Governance (supports the Chief Executive Officer as directed)

Other positions reporting into this position:
Nil

External relationships:
Government agencies
WALGA and LGIS
Ratepayers, community members and visitors

Key Behavioural and Capability Indicators — Level - Intermediate

The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment and in the annual performance review. The focus capabilities for this role are shown below with a brief explanation of what each capability covers

- **Act With Integrity** – Acts honestly, ethically and with discretion; Follows the Code of Conduct, legislation and Shire policy; Keeps confidential information secure; Reports inappropriate behaviour, misconduct and conflicts of interest
- **Demonstrate Accountability** – Takes responsibility for own work and decisions within authority; Follows safe work practices; Identifies and reports risk
- **Communicate and Engage** – Communicates clearly and respectfully; Listens; Tailors the message to the audience; Writes clearly for the purpose
- **Community and Customer Focus** – Understands community and customer needs; Delivers responsive, quality service; Looks for service improvements
- **Work Collaboratively** – Builds respectful working relationships; Shares information; Cooperates across teams to get the job done

- **Plan and Prioritise** – Plans and organises work to meet statutory deadlines and priorities; Adjusts to changing demands; Monitors progress
- **Technology and Information** – Uses business systems effectively; Captures and protects information and records in line with requirements

Selection Criteria

Knowledge and Experience

- Experience as an executive or personal assistant to a senior manager, preferably in local government
- Experience preparing agendas and taking minutes for Council meetings
- Understanding of the Local Government Act 1995 (WA)
- Experience maintaining local government statutory registers, records or compliance schedules

Skills

- Advanced Microsoft Office skills
- Excellent written communication skills and close attention to detail
- Strong organisational skills, with the ability to meet fixed statutory deadlines
- Discretion and the ability to maintain strict confidentiality
- Professional, courteous communication with staff, stakeholders and the public
- (Desirable) Experience with SynergySoft, Spark (website software), Doc Assembler, Intranet and social media platforms

Qualifications

- (Desirable) Certificate III or higher in Business Administration or a related discipline

Eligibility and inherent requirements associated with the position

- Current satisfactory National Police Clearance
- Medical Clearance relevant to the role, including drug and alcohol screening
- Current WA 'C' driver's licence
- Full working rights
- Availability to attend Council meetings and other commitments outside normal business hours

I have read and understood this position description.

Name of current incumbent:	**Signature:**	**Date:**
Chief Executive Officer	**Signature:**	**Date:**
Anita Nathan (Anitha Varadaraj)		