



<b>Position:</b>	<b>Executive Officer</b>
<b>Department:</b>	<b>CEO</b>
<b>Award:</b>	<b>Local Government Officers Award</b>
<b>Level:</b>	<b>9</b>

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## Position Summary

To provide confidential executive support to the Chief Executive Officer and assist elected members when required with approval of the CEO.

Play a lead role in the administration processes to ensure the accurate compilation of all agendas, minutes and preparation of correspondence, and to contribute as a team member through identification of initiatives to ensure organisational support tasks are carried out efficiently and effectively.

Contribute to a professional and compatible work environment by providing a helpful, efficient and courteous service to all internal and external customers to reflect a positive corporate image of the Shire of Menzies.

Comply with the requirements of the *Local Government Act and Regulations* with integrity and in a way that shows a proper concern for the public interest.

## Key Duties & Responsibilities

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- Provision of high-level administrative and executive support to the CEO including but not limited to: Preparation of reports, correspondence and presentations for the CEO; Research information or produce data for the consideration of the CEO; Arrange travel and attendance at meetings as directed
- Providing a high-level of customer service to both internal and external stakeholders with respect to CEO operational requirements, ensuring legislative requirements are adhered to at all times. In the absence of the CEO resolve, or direct through the CFO, customer enquiries referred to the CEO
- Coordination of staff training activities for administration staff
- Maintain all statutory and third party documents pertaining to elected member compliance reports and third party statutory reporting held under the office of the CEO
- In conjunction with relevant staff; developing and/or reviewing relevant Council Policies, Organisational Directives and Work Instructions, as directed by the CEO
- Liaise with Councillors regarding meetings/civic reception attendance and travel arrangements as required
- Facilitating the delivery of accurate and timely Council agenda and minutes including the coordination and management of the reporting actions from Council resolutions as and when required
- Coordinate organisational activities requiring participation, involvement or responses by the CEO including speeches, participation in civic events and responses to community members

- Managing all aspects of booking of venues, set up and catering requirements for all events related to the Chief Executive Officer, and assisting where required with events related to the President and Council
- Attendance at meetings of Council as required
- All other duties as directed by the CEO or delegate

### Organisational Duties & 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, and Council procedures and policies
- Participate in the development of a safe and healthy workplace
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Co-operate with management in its fulfilment of its legislative obligations
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- To report any injury, hazard or illness immediately, where practical to their supervisor
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment

### Key Reporting Relationships

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#### Reporting to:

CEO

#### Other positions reporting into this position:

Nil

#### External relationships:

Consultants and Contractors

Ratepayers and the community

Federal and State Government agencies

### Key Behavioural & Capability Indicators

### Level - Adept

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The Key Behavioural & 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. The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level

- **Act With Integrity** – Acts honestly, ethically and with discretion and encourages others to do so; Sets a tone of integrity and professionalism with customers and the team; Supports others to uphold professional standards and to report inappropriate behaviour; Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct; Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest

- **Demonstrate Accountability** – Is prepared to make decisions within own level of authority; Takes an active role in managing issues in the team; Coaches team members to take responsibility and follow through; Is committed to safe work practices and manages work health and safety risks; Identifies and manages other risks in the workplace
- **Communicate and Engage** – Tailors content, pitch and style of communication to the needs and level of understanding of the audience; Clearly explains complex concepts and technical information; Adjusts style and approach flexibly for different audiences; Actively listens and encourages others to provide input; Writes fluently and persuasively in a range of styles and formats
- **Community and Customer Focus** – Demonstrates a sound understanding of the interests and needs of customers and the community; Takes responsibility for delivering quality customer-focused services; Listens to customer and community needs and ensures responsiveness; Builds relationships with customers and identifies improvements to services; Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
- **Work Collaboratively** – Contributes to a culture of respect and understanding in the organisation; Creates an atmosphere of trust and mutual respect within the team; Builds cooperation and overcomes barriers to sharing across teams/units; Relates well to people at all levels and develops respectful working relationships across the organisation; Identifies opportunities to work together with other teams/units; Acts as a resource for other teams/units on complex or technical matters
- **Think and Solve Problems** – Draws on numerous sources of information, including past experience, when facing new problems; Demonstrates an understanding of how individual issues relate to larger systems; Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports; Uses rigorous logic and a variety of problem solving methods to develop workable solutions; Anticipates, identifies and addresses risks and issues with practical solutions; Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
- **Create and Innovate** – Produces new ideas, approaches or insights; Analyses successes and failures in the organisation for insights to inform improvement; Identifies ways in which industry developments and trends impact on own business area; Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation; Identifies, shares and encourages suggestions for organisational improvement; Experiments to develop innovative solutions

## Selection Criteria

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### Knowledge and Experience

- Demonstrated experience in a similar role
- Demonstrated experience in the production of minutes and agendas
- Knowledge of Local Government or statutory meeting procedures
- Demonstrated ability to produce reports and applications
- Demonstrated ability to work well in a team environment and the ability to achieve organisational and team values, goals and objectives and to behave professionally

### Skills

- Well-developed written, oral, and interpersonal communication skills, including the ability to liaise effectively with employees across all levels across the organisation and work within a team environment
- Capacity to establish networks and communicate effectively with a diverse range of people
- Well-developed planning, research, and organisational skills with the ability to work to deadlines across a number of tasks simultaneously with excellent attention to detail
- Advanced computer literacy skills within Microsoft Office
- Demonstrated ability to adhere to an appropriate and effective set of core values and act in line with those values

### Qualifications

- Appropriate qualification in Business Administration or Local Government, or relevant industry experience

**Eligibility and inherent requirements associated with the position**

- Willingness to work outside of normal business hours on those occasions required by the CEO
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence

<b>Name of current incumbent:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of current line Manager:</b>	<b>Signature:</b>	<b>Date:</b>