



# EXECUTIVE ASSISTANT to CEO

## POSITION DESCRIPTION



<b>1. POSITION DETAILS</b>			
<b>Position:</b>	Executive Officer to CEO	<b>Position classification:</b>	LGO Level 6
<b>Directorate:</b>	N/A	<b>Employment type:</b>	Permanent
<b>Department:</b>	Corporate	<b>Location:</b>	Woodanilling Administration Office
<b>2. ORGANISATIONAL RELATIONSHIPS</b>			
<b>Responsible to:</b>	Chief Executive Officer		
<b>Supervision of:</b>	Nil		
<b>Internal and External Liaison:</b>			
Internal	All Staff		
External	Ratepayers Other Stakeholders General Public		
<b>3. POSITION OBJECTIVES</b>			
<ul style="list-style-type: none"> <li>• Provide a high level of administrative and secretarial support to the CEO and Executive Team under the guidance of the CEO.</li> <li>• Support the CEO in delivering governance functions and processes to the organisation that are compliant with legislation.</li> <li>• Provide administrative support to the Shire President and other elected members of Council under the guidance of the CEO.</li> <li>• Maintain statutory registers and policies/procedure manuals.</li> <li>• Manage projects and issues on behalf of the CEO as directed.</li> <li>• Other matters associated with governance, regulatory and compliance.</li> <li>• To provide back up support for other finance/administration positions as required.</li> <li>• Operate and maintain all associated duties in accordance with the Shire of Woodanilling's policy and procedures.</li> <li>• Assess possible hazards and advise management/supervisor accordingly.</li> <li>• Maintain a high standard by completing works efficiently and effectively.</li> <li>• Complete works as directed to assist the Shire of Woodanilling in achieving its goals.</li> <li>• Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner consistent with the Code of Conduct and Shire of Woodanilling policies and procedures.</li> </ul>			
<b>4. KEY DUTIES / RESPONSIBILITIES</b>			
<b>Administration</b>			
<ul style="list-style-type: none"> <li>• Co-ordinate meetings, appointments and correspondence for the CEO.</li> <li>• Preparation, management and conclusion of CEO and Executive Team meetings with agendas and outcomes.</li> <li>• Preparation, assistance and coordination of formal and informal Council Meetings.</li> <li>• Manage CEO KPI's updates, Council Reports, Council Resolutions and Council correspondence sent to the CEO.</li> <li>• Prepare agenda and minutes, reports and other documents such as the Annual Report, and process advertisements and invitations as required.</li> </ul>			

- Undertaken necessary research, analysis and other projects as required.
- Ensure that an effective system is in place to monitor and assess action items and outcomes from Council Meetings and briefing sessions.
- Maintain the Corporate Compliance Calendar, ensuring operational compliance is followed throughout the year.
- Maintain the Corporate Website and ensure contents is current.
- Provide an event management function to the CEO and Council.
- Ensure that current and future staff hold the appropriate authorisations and sub delegation.
- Administer the process of Annual & Primary Returns and Related Party Disclosures in accordance with the relevant legislation.
- Maintain the highest of ethical standards, exercise discretion and maintain confidentiality of sensitive issues handled by the CEO.
- At times, relief with front counter duties, assist with Department of Transport, Building, Health and Planning queries.
- Other duties as directed by the CEO.

### **Statutory Compliance**

Whilst it is recognised that the CEO will have primary responsibility for statutory compliance issues, the following are regular reports that may require assistance from the Executive Officer:

- Annual Grants Commission Return
- Annual Statutory Compliance Return
- Annual Budget and Financial Reports
- Annual Budget Review (December annually)

### **Document Control**

- Overall responsibility for the implementation of the adopted Style Guide including creation and overhaul documents to be inline, ensuring that all internal and external documents are to be the highest standard.
- Ensuring that a uniform standard of presentation for documents produced by all officers.
- Ensuring that the adopted Style Guide is being adhere to:
- Final production of all internal and external documents produced by all officers. Note. Officers must submit documents in a production ready format for proofing prior to publishing.
- Document formatting and styling as required.
- Create and overhaul documents and templates to be in line with the Shire Style Guide, ensuring that all internal and external documents are to the highest standard.

### **Social Media**

- Manage the Shire's Facebook page and monitor comments and/or messages.

### **Agendas, Minutes**

- Assist the CEO with the preparation of Council's monthly Agenda and Minutes, Information Bulletin, and various Committee agendas and outcomes, including but not limited to:
- Preparation of reports for inclusion in Council and Committee meeting agendas as required and/or directed.
- Preparation of reports and correspondence (tabled and attachments) as required and/or as directed.
- Preparation of Agendas, Minutes and other Council documents as required and/or as directed.

## **5. SKILLS and EXPERIENCE**

### **Qualifications:**

- Local Government or business-based qualifications would be highly valued but are not essential.
- Current Western Australia Motor Driver's Licence.

- National Police Clearance prior to employment.

**Experience:**

- Demonstrated office experience in a similar position within local government or private enterprise. (Previous local government experience would be preferred but is not considered a pre-requisite for this position).

**Skills:**

- Ability to work autonomously while managing competing priorities relating to large volumes of varied and complex matters.
- Demonstrated ability to communicate clearly, concisely and unambiguously, and consult effectively with relevant stakeholders.
- Advanced problem-solving skills.
- Ability to research complex matters and write appropriate reports.
- Ability to maintain effective relationships with Council, community, management and staff.
- Developed supervisory skills.
- Tact and diplomacy
- The ability to research, digest, analyse and present material clearly and concisely.

**Knowledge**

- Demonstrated knowledge of the role of local government and the current political and social environment.
- Knowledge of local community.
- Sound knowledge of current and relevant legislation.
- Working knowledge of Microsoft Word and Excel.
- Working knowledge of SynergySoft Software Package.

**Personal Qualities**

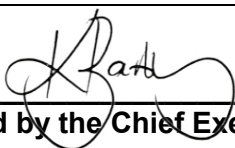
- The ability to work under pressure and tight deadlines.
- Honesty and reliability.
- Self-motivating.
- Flexibility and adaptability to juggle a range of different tasks to work extra hours to meet deadlines.
- Attention to detail.
- Discretion and trustworthiness; you will often be party to confidential information.

**6. EXTENT OF AUTHORITY**

Operates under the general direction of the Chief Executive Officer within established guidelines, policies and procedures of Council as well as the statutory provisions of the *Local Government Act 1995* and other legislation.

**7. OHS REQUIREMENTS**

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.



Approved by the Chief Executive Officer

Date: 11 / 05 / 2023