



Executive Assistant

POSITION DESCRIPTION



1. POSITION DETAILS			
Position:	Executive Assistant	Position classification:	Local Government Officers' (Western Australia) Award 2021 Between Level 4.1 to 6.1
		Employment type:	Permanent Full Time – 38 hours per week
Department:	Corporate/Works	Locations:	Woodanilling Administration Office
2. ORGANISATIONAL RELATIONSHIPS			
Responsible to:	Chief Executive Officer (CEO) Executive Manager Corporate Services (EMCS) Executive Manager Infrastructure (EMI)		
Supervision of:	Nil		
Internal and External Liaison:			
Internal	All Staff		
External	Ratepayers Other Stakeholders General Public		
3. POSITION OBJECTIVES			
<ul style="list-style-type: none">• The position works collaboratively with all team members across the Shire to ensure projects are delivered within scope.• Externally liaise with state and federal departments, residents and businesses to actively and positively contribute towards the growth of the Shire.• To provide back up support for other finance/administration positions as required.• Assess possible Work Health and Safety (WHS) hazards and advise management accordingly.• Operate and maintain all associated duties in accordance with the Shire of Woodanilling's policies and procedures.• Maintain a high standard by completing work efficiently and effectively.• Complete works as directed to assist the Shire of Woodanilling in achieving its goals.• 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.			
4. KEY DUTIES/RESPONSIBILITIES			
Administration <ul style="list-style-type: none">• Insurance• LEMC/BFAC agenda and minutes, etc.• Bush Fire Risk Management Plan and Bush Fire Mitigation Activity Fund.• Coordinate bushfire mitigation activities, support CESM and Volunteer Bushfire Brigades.• Support communications for fire bans, etc.• Obtaining quotations/ordering/requisition raising.• Cemeteries – liaise with funeral directors and Executive Manager Infrastructure/Leading Hand, update and maintain Cemetery records.• Building, Planning, Health – liaise with contracted consultants.• Assist EMCS with Disability Access and Inclusion Plan reviews and reporting.			

- Ensure all records created and all correspondence is captured in accordance with the Shire's Record Keeping Plan.
- Coordination of Australia Day event/grant application & acquittal.
- Grant applications & acquittals.
- Support coordination and execution of community events such as ANZAC Day.
- All other duties as directed by the Chief Executive Officer and other executive staff.

Works Department

- Job costing.
- Obtaining quotations/ordering/requisition raising.
- General administration duties including, but not limited to, Works Department record keeping, procedure updates, assistance with WHS tasks and documentation.

Housing/Leasing/Contracts

- Conduct bi-annual inspections of Well-Aged Housing Units, staff housing, and public rental.
- Address all concerns with housing, maintenance issues and requests, and other tenant requests – in line with budgetary constraints.
- Deal with all Residential Tenancy Agreements.
- Review payments and deal with bond queries.
- Prepare reports, if required, for Council's consideration.
- Annual review of Leases and Contracts ensuring they are up to date, reviewed and any actions required are undertaken.
- Keep relevant registers up to date.
- Inform the CEO or EMCS on any matters that may require urgent assistance.

Back up duties in CSO's or FO's absence

Administration:

- Take bookings for all Shire facilities and record on Shire calendar as well as recording completed booking forms and receipting fees.
- Ensure the Office, Library and Kitchen are kept in a clean and tidy condition at all times.
- Collect and record mail from, and take mail to, post office daily.
- Ensure relevant Shire advertisements are copied and/or scanned as per legislative requirements.
- Provide Department of Transport services.
- Receipting of all monies onto the financial management system.
- End of day reconciliation of the cash drawer and preparation of bank deposits.
- Filing of receipts and reports on a daily basis.
- Forward animal complaints/queries onto Ranger.
- Process animal registrations.
- Assist in maintaining animal registration database.
- Assist to compile and post yearly animal registration renewal notices.
- Assistance with the day-to-day operation of the Library.
- Check VDX Bookmark for Inter Library loan requests daily.
- Assist CSO with annual Library stocktake and any other Library related reporting i.e.; annual stocktake, bi-monthly returns.
- Monitor website.

Governance

- Provide governance and administrative support to the CEO, EMCS, and Council.
- Ensure the Council Chambers are kept in a clean and tidy condition at all times.
- Assist with the preparation and distribution of Council agendas, minutes, and committee documents.
- Assist with the coordination of Council and Committee meetings including invitations, Council Chamber setup, and catering.

- Assist with the Shire's governance records, ensuring timely updates and secure storage.
- Assist in the administration of Council elections and statutory compliance obligations.
- Prepare draft correspondence for the CEO, EMCS and EMI and proofread official business documents.

Finance

- Payroll
- Debtors

Media

- Assist with posting information to Facebook, with CEO approval
- Assist with uploading to website, with CEO approval
- Sinch media – SMS, with CEO approval

Other

- Attend all relevant on the job training and meetings as required.
- Engage in Emergency Service activities when required, as directed by the CEO.
- Perform work in a safe and healthy manner and abide by the Shire's and legislative safe work procedures, instructions and safety management practices.

5. SKILLS and EXPERIENCE

Qualifications

Essential

- Current Western Australian Motor Driver's Licence.
- National Police Clearance prior to employment.

Desirable

- Local Government or business-based qualifications (highly valued but not essential).

Experience

- Demonstrated office experience in a similar position within local government or private enterprise.

Skills:

- Demonstrated ability to communicate clearly, concisely and unambiguously, and consult effectively with relevant stakeholders.
- Ability to maintain effective relationships with Council, community, management and staff.
- Tact and diplomacy.
- The ability to research, digest, analyse and present material clearly and concisely.

Knowledge

- SynergySoft
- Department of Transport licencing
- Social Media savvy
- Working knowledge of Microsoft Word and Excel
- Canva/Publisher (desirable)
- Knowledge of local community (desirable)

Personal Qualities

- The ability to work under pressure and tight deadlines.
- Honesty and reliability.
- Self-motivating.
- Attention to detail.
- Discretion and trustworthiness; you will be party to confidential information.

6. EXTENT OF AUTHORITY

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

7. WHS 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: ____ / ____ / ____