



Weddin Shire Council

Position Profile

POSITION PROFILE

Position: Executive Assistant

Position No:

Version: 1.0 - 300821

Classification: Grade 10

Department:

Corporate Services

Engineering

Environmental Services

General Managers

Employment type:

Permanent full-time

Permanent part-time

Temporary full time part-time

Casual

Contract

Hours per week 35 38

Other Specify: _____ hpw

Reports to:

General Manager

Location:

Grenfell

Number of staff supervised by this position:

Nil 1-3 4-6

7-10 11-20 Over 20

ROLE

Provide a range of executive support services to the General Manager, Directors, Mayor and Councillors.

KEY TASKS FOR THE POSITION

- Provide high level executive support to Executive staff and Councillors.
- Act as the initial point of contact (phone, email, face to face) for all Mayoral, Councillor and General Manager inquiries.
- Prepare correspondence, forms, guidelines, briefs, statistical returns and reports in a timely manner.
- Schedule and co-ordinate appointments for the General Manager, Mayor and Councillors as required.
- Prepare, collate and distribute agendas and reports for Council and Committee meetings.
- Act in the role of Minute Secretary for Council meetings and internal Committee meetings.
- Co-ordinate meeting requests, appointments and meeting room set up.
- Organise and co-ordinate Council functions including external conferences etc.
- Co-ordinate the publication and placement of advertisements, articles etc and weekly newsletter.
- Co-ordinate the annual calendar of Committee meetings.

- Maintain Council's policy/procedure registers and co-ordinate review timelines.
- Maintain the street stall register.
- Co-ordinate documentation for the Integrated Planning and Reporting processes.
- Co-ordinate, update and ensure currency of information on Council's website.
- Assist the Records Officer with mail registration, dispersal and filing as required.
- Assist with the issue and reimbursement of petty cash.
- Provide administrative relief to other Departments as required.
- Prepare and arrange Australia Day Awards and presentation address.
- Carry out any other duties that are within the limits of the employees' skill, competence and training.

ROLE SPECIFIC WHS RESPONSIBILITIES

- Ensure compliance with the WHS policy, WHSMS and all Council safe work practices and procedures;
- Take reasonable care for the health and safety of yourself and others who are at the place of work;
- Co-operate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation;
- Immediately report to your Supervisor any unsafe condition, dangerous occurrence or injury;
- Ensure you are able to competently and safely perform any work you undertake;
- Communicate and/or consult with other workers, Supervisors, Managers and the WHS Committee.
- Report incidents and oversee preparation of incident reports.

ADDITIONAL POSITIONAL REQUIREMENTS:

Participate on the on call roster: Yes No

SELECTION CRITERIA

Essential:

- Demonstrated extensive experience in an executive support role.
- Tertiary qualifications in Administration or Business at Certificate III level or above or equivalent.
- Demonstrated high level interpersonal, oral, time management and written communication skills.
- Demonstrated high level computer literacy utilising the Microsoft suite of products.
- Demonstrated high level skills in website management portals, cloud based file management and sharing and social media platforms.
- Demonstrated experience in the preparation of meeting agendas and minute taking.
- Current Class C Drivers Licence.
- Working knowledge of roles and responsibilities under WHS Act 2011.

Desirable:

- Previous Local Government experience.
- Tertiary qualifications in Administration or Business at Diploma level or above or equivalent.

POSITIONAL COMPETENCIES

Minimum (entry) level

- Must have 100% of entry level skills.

Demonstrated extensive experience in an executive support role.

Tertiary qualifications in Administration or Business at Certificate III level or above or equivalent.

Demonstrated high level interpersonal, oral, time management and written communication skills.

Demonstrated high level computer literacy utilising the Microsoft suite of products.

Demonstrated high level skills in website management portals, cloud based file management and sharing and social media platforms.

Demonstrated experience in the preparation of meeting agendas and minute taking.

Current Class C Drivers Licence.

Working knowledge of roles and responsibilities under WHS Act 2011.

Skill step 1

- Must have 100% entry level to qualify for permanent progression to Skill Step 1

Completion of Councils Employee Induction training.

Demonstrated ability to prepare meeting agendas and reports to Council standards.

Demonstrated ability to monitor and maintain office equipment/supplies.

Demonstrated ability to prepare minutes to Council standards.

Demonstrated high level of service provision to customers.

Skill step 2

- Must have 100% of entry level skills + 100% of Skill Step 1

Demonstrated ability to prepare presentations and use associated software packages.

Demonstrated ability to effectively compose correspondence, forms, guidelines and reports.

Demonstrated ability to identify inefficiencies and implement procedural changes.

Demonstrated knowledge and understanding of Council's Code of Conduct and Conduct Procedures as well as Code of Meeting Practice.

Completion of formalised supervisory training.

Skill step 3

- Must have 100% of entry level skills + 100% of skills step 1+2

To be assessed and determined in consultation with the Director/Manager and subject to approval of the General Manager. Refer **Appendix 1**.

Skill step 4

- Must have 100% of entry level skills + 100% of skills step 1+2

To be assessed and determined in consultation with the Director/Manager and subject to approval of the General Manager. Refer **Appendix 1**.

POSITION AUTHORISED BY:		
Director Corporate Services	<input type="checkbox"/>	Date: 10/07/2020
Director Engineering	<input type="checkbox"/>	
Director Environmental Services	<input type="checkbox"/>	
General Manager	<input checked="" type="checkbox"/>	

ACCEPTANCE OF POSITION

I agree to the current requirements of the Position Description as at ____/____/____

Employee name
(Please print)

Signature

_____/_____/_____
Date

STEP 3/4 SKILL STEP ASSESSMENT

Appendix 1

Name: _____
(Please print)

Date: ____/____/____

Each factor is to be rated between 1 and 5: (Please tick ✓)

- 1 - indicates 'does not meet performance requirements'.
- 2 - indicates 'performance requires remedial action'.
- 3 - indicates 'meets performance requirements'.
- 4 - indicates 'an above average level of performance'.
- 5 - indicates 'the employee exceeds performance requirements'.

Role specific criteria	1	2	3	4	5
Attendance <i>Attendance is satisfactory with minimal unexplained absences.</i>					
Co-operation <i>Provides input and assistance to co-workers and actively seeks opportunities to participate within the team environment.</i>					
Initiative <i>Identifies opportunities to improve positional tasks and organisational processes to improve productivity.</i>					
Job knowledge <i>Possesses and displays a competent (or developing) working knowledge of positional requirements.</i>					
Problem solving <i>Displays ability and capacity to solve issues/problems related to positional requirements or within the work group.</i>					
Punctuality <i>Commences duty consistently at or before allocated time. Minimal unexplained absences.</i>					
Quality of work <i>Produces quality work in a consistent, timely and efficient manner.</i>					
Quantity of work <i>Produces quantity of work to meet or exceed positional requirements on a regular basis.</i>					
Work independently <i>Works unsupervised or under limited supervision in a consistent manner to undertake positional requirements.</i>					

A satisfactory assessment shall require the employee being rated at 3 or higher in 7 out of 9 elements.

FOR MANAGERS/SUPERVISORS ONLY.

In addition to the above criteria, Managers/Supervisors must also satisfy the following.

Note:
A Manager/Supervisor is defined as an employee who provides direction and guidance for one (1) or more employee/s on a regular basis.

Criteria	1	2	3	4	5
Conflict resolution					
Co-ordination of resources					
Decision making					
Information sharing					
Planning					
Staff development					
Team building/mentoring					

A satisfactory assessment shall require the employee being rated at 3 or higher in 6 out of 7 elements.