

# POSITION DESCRIPTION

## Executive Assistant – Community Planning and Development

<b>Position number</b>		EACP01
<b>Directorate</b>		Community Planning and Development
<b>Service unit</b>		Community Planning and Development
<b>Classification</b>		Band (5) (Moorabool Shire Council Enterprise Agreement No 10, 2023)
<b>Organisational relationships</b>	Reports to	Executive Manager Community Planning and Development
	Directly supervises	Nil
	Internal relationships	CEO General Managers Executive Managers Managers Councillors Council Staff
	External relationships	Ratepayers Residents Customers Business and Community Representatives Representatives of other authorities
<b>Probation period</b>		6 months (applies to all new employees)
<b>Approved by (position title)</b>		Executive Manager Community Planning and Development
<b>Date</b>		3 September 2024
<b>Position purpose</b>		To provide effective and high-level administrative support services to the Executive Manager Community Planning and Development. Under direction, the incumbent will liaise and work with staff and community representatives as needed to assist in meeting the priorities and objectives of the Directorate. The position requires undertaking functions efficiently and effectively, whilst maintaining a high standard of work, confidentiality and professionalism.

## Key responsibilities and duties

### High Level Executive Assistant support in:

- Preparation and/or responding to all relevant correspondence, telephone enquiries, appointments and meetings and act as first point of contact for the Executive Manager.
- Preparation of agendas, attending meetings as appropriate and taking and distribution of minutes.
- Assist with the preparation of media releases.
- Corporate documents creation, amendment and processing.
- Directorate and management meetings – attendance and reporting as appropriate.
- Carry out selected research tasks, projects, information retrieval and follow up as directed.

### Councillors and Council Support

- Support the Executive Manager when liaising with Councillors in matters relating to discussions with Executive Manager, Datascape Service Requests (SR's), Councillor Information Bulletin (CIB) items and agenda items.
- Assist with the creation of Council reports, amendments and processing, including Council and Committee agendas and minutes.
- Liaise with Councillors on behalf of the Executive Manager as directed.

### General

- Associated outcome driven tasks in general administration support and guidance for the Directorate teams to assist them in meeting Directorate priorities.
- Support the Executive Manager with completing budget information, project planning, Council Plans and in general.
- Improve and implement effective administrative systems and procedures and document management reporting tools used within the Directorate.
- Update and upload pages for the Directorate for use on the Moorabool Intranet (*Mooranet*).
- Organise functions, meetings, venues and other activities, including catering, as required.
- Always use initiative to assist with the resolution of customer service enquiries/complaints.

### Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

### Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

### General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

**This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.**

## Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

<b>Self-Management</b>	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> <li>•Personal impact</li> <li>•Emotional intelligence</li> <li>•Growth &amp; Resilience</li> <li>•Integrity</li> </ul>	<b>Always</b> (all roles)
<b>Communication</b>	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> <li>•Effective &amp; Audience Specific</li> <li>•Relationship Management</li> <li>•Negotiation</li> <li>•Influence</li> </ul>	<b>Always</b>
<b>Action &amp; Achievement</b>	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> <li>•Accountability</li> <li>•Decision making</li> <li>•Planning &amp; Prioritisation</li> <li>•Time Management</li> </ul>	<b>Always</b>
<b>Community &amp; Inclusion</b>	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> <li>•Collaboration</li> <li>•Diversity &amp; Inclusion</li> <li>•Customers &amp; Community Engagement</li> </ul>	<b>Always</b>
<b>Innovation &amp; Change</b>	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> <li>•Continuous Improvement</li> <li>•Manage ambiguity</li> <li>•Change Management</li> </ul>	<b>Always</b>
<b>Business Performance</b>	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> <li>•Financial Management</li> <li>•Risk Management</li> <li>•Data &amp; Analytical Literacy</li> <li>•Technology</li> </ul>	<b>Always</b>
<b>Strategic Mindset</b>	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> <li>•Political Nous</li> <li>•Critical Thinking</li> <li>•Problem Solving</li> <li>•Direction &amp; Purpose</li> </ul>	<b>Often</b>
<b>Leadership</b>	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> <li>•Humanistic</li> <li>•Future focused</li> <li>•Coaching &amp; Development</li> <li>•Inspirational</li> </ul>	<b>Occasionally</b>

## Classification definitions

The staff member is accountable to the Executive Manager Community Planning & Development:

<b>Accountability and extent of authority</b>	<ul style="list-style-type: none"> <li>• Freedom to act is set by clear objectives and frequent consultation and regular reporting on all agreed performance outcomes for the duties and responsibilities of the position.</li> <li>• The efficient and effective administration of the office of the Executive Manager.</li> <li>• Maintaining confidentiality of sensitive matters.</li> <li>• Effective completion and follow up of activities with Council or other</li> </ul>
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	<p>Directorates.</p> <ul style="list-style-type: none"> <li>• The position has delegated authority for purchase ordering as set out in the Purchasing and Accounts Payable Policy and Procedures.</li> </ul>
<p><b>Judgement and decision making</b></p>	<ul style="list-style-type: none"> <li>• With available guidance and within a timeframe to make a choice, adapt the use of problem-solving skills using guidelines, policy, standards, legislation, delegated authority, professional/technical knowledge or experience on all matters which are in the responsibility of the position. An understanding of the underlying principles is also required in developing approaches, conducting and reporting on analysis and research projects within the scope of position.</li> <li>• Providing accurate advice and making informed decisions based on up-to-date knowledge and information.</li> <li>• Reporting any organisational issues that may impact upon the Directorates.</li> <li>• Exercising discretion in all dealings and maintaining confidentiality at all times.</li> <li>• Using initiative appropriately.</li> </ul>
<p><b>Specialist skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Experience in office administration and organisational policies, procedures, regulations and precedents.</li> <li>• Excellent skills in Windows based software programs (in particular MS Office) and general database management.</li> <li>• Understanding of local government operations, long term unit and wider goals and operations of Council.</li> <li>• Capacity to manage time and be flexible in your approach to meeting changing circumstances.</li> </ul>
<p><b>Management skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to provide high quality support with competing and conflicting priorities using available resources.</li> <li>• Ability to provide support to the staff of the Directorates.</li> <li>• Capacity to interact appropriately and effectively with all levels of staff, Council and members of the public as required.</li> <li>• Skills in managing time, setting priorities and planning and organising own work.</li> </ul>
<p><b>Interpersonal skills</b></p>	<ul style="list-style-type: none"> <li>• Good written and oral communication skills, including time management skills.</li> <li>• Team oriented and customer service approach.</li> <li>• Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities.</li> <li>• Strong focus on developing and delivering a high standard customer service in a timely manner.</li> <li>• Highly developed communication skills (written and verbal) with the ability to develop strong working relationships both internally and externally.</li> </ul>

## Qualifications, skills and experience

### Qualifications

- Degree or diploma with little or no experience or lesser formal qualifications with work skills and relevant experience.
- Previous experience in providing high level executive personal assistant support, preferably in Local Government.

### Skills and experience

- Excellent computer skills including word processing, spreadsheet applications and database management.
- Demonstrated project management and research skills.
- High level of personal organisational ability.
- Ability to prepare reports, correspondence, minutes, media releases and present research findings.
- Well-developed communication and customer service skills, with an ability to deal with a broad range of internal and external customers.
- Experience in providing accurate administrative support within a busy office environment including managing differing and changing priorities.
- Competent word processing and database skills.

### Licences and registrations

- A current Victorian Driver's Licence.

### Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg				✓
Manual handling – above 5 kg below 10 kg			✓	
Working with arms above head			✓	
Manual handling – lifting above shoulder			✓	
Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work				✓
Working in dusty / slippery / wet conditions				✓
Wearing safety shoes/boots (steel cap)				✓
Wearing hearing / eye protection				✓
Using chemicals				✓
Repetitive hand washing / cleaning				✓

Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles			✓	
Operating plant				✓
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy		✓		
Audio transcription		✓		
Handling difficult customers onsite			✓	
Handling difficult customers offsite			✓	
Making decisions that impact on other employees (disciplinary / restructure / investigation)				✓
Other _____				✓

## Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

<b>Employee Acceptance:</b> <i>(name and signature)</i>	
<b>Date:</b>	

**PLEASE NOTE:**

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.