Position Description

**Position Title:** Executive Assistant - Corporate Services  
**Position Code:** 1152  
**Department:** Executive Services  
**Business Unit:** Executive Services  
**Work Group:** Executive Services Management  
**Position Classification:** Band 5

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

### 1.0 Position Objectives

1.1 To provide executive assistance to the Director – Corporate Services, the Corporate Services Department and the Councillors.

### 2.0 Key Responsibilities

2.1 Assist in the arrangement of meetings, appointments and travel arrangements for the Director - Corporate Services, Unit Managers, Corporate Services Department and Councillors as required.

2.2 Assist in the flow of communication within the Corporate and Executive Service departments and across the organisation.

2.3 Assist in the provision of Governance arrangements across the organisation including maintaining statutory registers and records, register of delegations, relevant policies and procedures.

2.4 Coordinate the preparation and distribution of agendas and minutes for meetings, Councillor Briefing Forums and Council Meetings and the follow-up action plans resulting from of Council decision making.

2.5 Provide high level organisational and administrative support to the Director – Corporate Services and Corporate Services Department, Councillors and staff as appropriate.

### 3.0 Core Physical Requirements

3.1 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.

3.2 Capacity to, on occasion, lift items unspecified in weight within individual limits.

3.3 Capacity to drive a motor vehicle.

### 4.0 Accountability and Extent of Authority

4.1 Responsible for the provision executive assistance to the Director – Corporate Services, Corporate Services Department and Councillors.

4.2 Responsible for providing guidance to staff and the general public in relation to relevant requirements of the Corporate and Executive Services Departments.

4.3 Authority to provide general information about the services, priorities, projects and procedures of the Corporate and Executive Services Departments.
Position Description

**Position Title:** Executive Assistant - Corporate Services and Councillors

**Position Code:** 1152

4.4 Responsible for the preparation and dissemination of minutes, agendas and other communications regarding the Council’s operations.

### 5.0 Judgement and Decision Making

5.1 Carry out duties and provide information within specific guidelines with scope to exercise discretion in application of established standards and procedures.

5.2 Work procedures are limited by standards encompassed by the nature of work assigned.

### 6.0 Knowledge and Skills

#### 6.1 Specialist Knowledge and Skills

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<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>6.1.1</td>
<td>Demonstrated high level competency in word processing, spreadsheets, electronic presentations and related management software and keyboard skills.</td>
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<td>6.1.2</td>
<td>Understanding of project management principles with demonstrated experience in planning, coordinating and completing small projects.</td>
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<td>6.1.3</td>
<td>Excellent verbal and written communication and numerical skills.</td>
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<td>6.1.4</td>
<td>Knowledge of governance arrangements in public sector and ability to interpret and apply relevant policies, procedures, regulation and precedents.</td>
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#### 6.2 Management Skills

6.2.1 High level organisational and time management skills to effectively set priorities and meet deadlines.

#### 6.3 Interpersonal Skills

6.3.1 Demonstrated ability to liaise effectively with all levels of staff, senior management, Councillors, external agencies and the general public.

6.3.2 Demonstrated ability to assist, support and work within a team environment.

### 7.0 Qualifications and Experience

7.1 Minimum of Certificate III in Business Administration with experience in a role providing high level executive assistance or extensive experience in a dynamic environment in a role providing executive support.

7.2 High proficiency in the operation of office and screen based equipment particularly Microsoft Office packages and contemporary technology applications.

7.3 An understanding of local government and the role of Councillors at Council and in the community.

7.4 A knowledge of governance arrangements appropriate to a medium sized public or private sector organisation.

### 8.0 Key Selection Criteria

8.1 Minimum of Certificate III in Business Administration with experience in a role providing high level executive assistance or extensive experience in a dynamic environment in a role providing executive support.

8.2 Demonstrated high levels of personal integrity that is displayed through a positive and can do attitude.

8.3 Experience in planning, coordinating and completing small projects.

8.4 High proficiency in the operation of office and screen based equipment particularly Microsoft Office packages, along with contemporary technology applications.
Position Title: Executive Assistant - Corporate Services
Position Code: 1152

8.5 Well developed communication skills, with the proven ability to work with key stakeholders to gain positive outcomes.
8.6 Ability to work cooperatively with members of a team.

9. Authorisation

Authorised by: Chief Executive Officer

Date: ____________________________
Employee’s Signature

Date: ____________________________