



POSITION DESCRIPTION

Position:	Executive Assistant
Dated:	November 2021
Department:	Governance
Reporting To:	General Manager
Subordinates:	Nil
Salary Level:	Specialist / Professional Officer Band

PRIMARY OBJECTIVE

Assist Executive Officer and provide direct secretarial support and administrative assistance to the General Manager and Mayor including assistance as Council secretariat, Strategic Plan reporting, and records Management.

SPECIFIC DUTIES - EXECUTIVE SUPPORT

1. Provide secretarial support and administrative assistance, diary, travel and correspondence management to the General Manager and Mayor.
2. Support the General Manager and the Mayor in Council meetings, workshops and special committees of council including secretariat functions when requested.
3. Prepare agendas and act as minute secretary for Council Meetings and Council Workshops.
4. Present at Council Meetings and Council Workshops as requested.
5. Assist in maintaining the Council's strategic and operational plan reporting system ensuring all data is entered, reports are generated and sent to responsible owners, actions tracked and progress reporting completed.
6. Research areas for Council development as directed by the General Manager and Mayor on Council's behalf and prepare papers and briefing notes accordingly.
7. Participate in the Strategic Planning process and assist with the development of Annual Plans and Annual Reports.
8. Coordinate Senior Management Team and Staff Meetings.
9. Manage projects assigned to ensure milestones are met, outcomes realised and budget parameters maintained.
10. Maintain a compliant records management system in accordance with relevant legislation.
11. Coordinate the management of Council's Policy and Procedure Manual and Instrument of Delegation.
12. Ensure a customer service culture is embedded in all dealings with the public.
13. Comply with all workplace health and safety policy and practice to support developing a zero-harm culture.
14. Ensure a high level of confidentiality and sensitivity in dealing with client files.

15. Compliance with relevant legislation in the carrying out of the role i.e. *Local Government Act, Privacy Act, Right to Information Act* and similar.

LEVEL OF ACCOUNTABILITY:

The incumbent works autonomously seeking guidance from the Executive Officer when deemed necessary and matters fall outside of established precedent, practice or professional knowledge.

ORGANISATIONAL RELATIONSHIP:

The role reports to the General Manager and is equally focussed on internal and external stakeholders including liaison with the Executive Officer, Staff, Councillors, Ratepayers and the General Public

KNOWLEDGE, SKILLS AND EXPERIENCE:

Essential

1. At least 5 years combined experience in a government role and/or administrative role.
2. Past involvement in a support role for organisational/business and/or operational planning.
3. An ability to write reports, briefing notes and similar for executive level stakeholders with an acute level of attention to detail.
4. Great communication skills with a customer service orientation.
5. Experience in executive support e.g. diary, travel, and correspondence management.
6. High level skills in Microsoft Office, Excel.

Desirable

7. Extensive local knowledge of the Flinders Council and community operating environment
8. Working knowledge of legislation and records management systems and the ability to implement and maintain these.