

EXECUTIVE ASSISTANT POSITION DESCRIPTION



Acknowledgment of Country

The Berri Barmera Council would like to acknowledge the First Peoples of the River Murray and Mallee Region, the Ngaiaawang, Ngawait, Nganguruku, Erawirung, Ngintait, Ngaralte & Ngarkat people, the traditional owners of the lands and waters on which we live, work and play. We pay our respects to their Elders past and present and extend that respect to other Aboriginal and Torres Strait Islander people who live in and visit our beautiful district.

Position Title	Executive Assistant to the Chief Executive Officer	Position Number	E/CORP-04
Incumbent	Vacant		
Reports to	Chief Executive Officer	Direct reports	0
Department	Executive Services	Location	Principal office, Berri
Award	South Australian Municipal Salaried Officers Award	Status	Permanent, full time
Stream	General Officers	Level	3

OUR VISION

To enhance the liveability and enterprise of our community.

OUR VALUES

Honesty · Accountability · Respect · Teamwork · Trust

KEY RELATIONSHIPS AND INTERACTIONS

Accountability	This position is responsible and accountable to the Chief Executive Officer.
Internal Liaison	Department Manager, Team Members, Councillors, and Council employees
External Liaison	Government Departments, Local Government Authorities, Businesses, Community Groups, Community Members and Service Providers
Delegations	Written delegation/authority as provided by the Chief Executive Officer

POSITION OVERVIEW

Position Purpose	<p>This position is pivotal in providing high-level executive administration assistance to the Chief Executive Officer (CEO) and Executive Leadership Team, along with the provision of back up support to the Governance Officer, when required.</p> <p>The position manages the CEO's correspondence and diary through liaising with internal / external customers and enhancing a positive image of Council among ratepayers, the wider community and other key stakeholders.</p>
Key Result Areas	<ol style="list-style-type: none">1. Administration2. Customer Service and Collaboration3. Governance4. Record Management

POSITION DETAILS

Key Result Areas	Accountabilities
<p>1. Administration</p>	<ul style="list-style-type: none"> • Provide administrative support to the CEO and Executive Leadership Team. • Maximise the efficient use of the CEO's time by: <ul style="list-style-type: none"> • Receiving initial telephone enquiries and resolving customer enquiries and/or referring enquiries to the appropriate officer for response. • Monitoring emails, correspondence and records allocated to the CEO and assessing, prioritising issues and initiating action as appropriate. • Maintaining the CEO's diary by arranging and prioritising meetings and appointments. • Establish and maintain a series of templates and processes to manage CEO correspondence efficiently, effectively and consistently. • Organise and arrange conferences, meetings and functions including travel bookings, itineraries and other general arrangements as required. • Coordinate agendas, catering requirements, minutes and associated reports as necessary to support meetings of the CEO and Council, such as Executive Leadership Team, Committees or working groups. • In the absence of the Governance Officer, provide backup support to the Mayor and Councillors. • Support and assist the administration of Council Meeting Agendas and Minutes. • Develop and implement procedures relevant to the position requirements. • Undertake additional work as directed by the CEO or Governance Officer, when required.
<p>2. Customer Service and Collaboration</p>	<ul style="list-style-type: none"> • Promote positive and constructive working relationships and networks at all levels of the organisation, contributing to a positive culture of teamwork and a focus on achieving work objectives. • Ensure clear workplace communications, workflow prioritising and that any operational or customer service issues are brought to the attention of the supervisor / manager in a timely and professional way. • Promote a professional and client focussed image of the Council in all dealings with the community, ensuring that appropriate responses are provided within the Customer Service framework. • Foster and facilitate continuous improvements and best practice to ensure the delivery of an exceptional level of service to all of Council's external customers and service delivery partners. • Ensure a customer driven approach by seeking regular feedback from customers to continually improve services and ensure that community needs are being met and take appropriate action based on the feedback and promote best practice customer service at all times. • Exercise discretion in all dealings and maintain utmost confidentiality. • Provide an appropriate level of discretion, diplomacy and judgment in responding to inquiries from residents and Council staff.
<p>3. Governance</p>	<ul style="list-style-type: none"> • Assist in maintaining governance systems to ensure compliance with the Local Government Act 1999, regulations and relevant legislation. • Assist in the development, review and implementation of Council's policies and procedures, and delegations. • Maintain required registers / documents (registers of interest, ordinary / primary returns, conflict of interest, gifts and benefits etc). • Undertake other governance projects and activities as required. • Adequately process corporate records created and received according to Council's policies, procedures and legislation. • Assist with the signing, sealing and recording of legal documents.
<p>4. Record Management</p>	<ul style="list-style-type: none"> • Adequately process corporate records created and received according to Council's policies, procedures and legislation. • Ensure records are maintained and the Chief Executive Officer is kept up to date

COMPLIANCE AND OBLIGATIONS

Workplace Health and Safety (WHS) and Return To Work (RTW)

All Staff

- Familiarity and compliance at all times with Council's WHS and RTW policies, procedures and guidelines
- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure your safety.
- Participate in the rehabilitation and RTW process if injured at work as set out in the RTW legislation.

Risk Management

- As part of Council's Risk Management responsibilities, actively reduce Council's exposure to losses related to security, public liability and professional indemnity by reporting any disputes or matters of hazards within the district of the Council affecting the health and safety of the general public and work colleagues.
- Within reason assist in dealing with an emergency situation, should one arise, affecting the operation of Council and / or the wellbeing of the community.

Equal Employment Opportunity and Diversity

- Ensure professional conduct is in accordance with Council's Code of Conduct for Employees and as legislated; Anti-Discrimination and Equal Employment Opportunity standards.
- Advocate and foster harmonious, connected communities, recognising the community's values and celebrated differences through mutual respect, understanding and sense of belonging.

Sustainability

- Within the scope of the position procure goods and services giving consideration to sustainable principles; and incorporate sustainable objectives and targets into projects, programs and services.
- Promote and participate in a culture of sustainability.

Professional Development

- Identify and participate in professional development or training opportunities as approved or directed by the Chief Executive Officer

Performance Planning and Review

- Participation in Performance Review and Planning

SELECTION CRITERIA

Qualifications & Licences	• Class C Driver's licence	Essential
	• Tertiary qualifications in business management or administration or demonstrated equivalent experience.	Desirable
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Well-developed understanding of the role of local government. • Ability to work effectively as a team member and independently, contributing to a positive work environment. • Well-developed administrative skills with attention to detail and the ability to time manage, set priorities, plan and organise own work. • Ability to work effectively in a fast-paced and variable environment. • Strong written and verbal communication skills to successfully communicate with a diverse range of stakeholders. • Ability to apply creative thinking and critical knowledge, utilising initiatives and judgment within established procedures. • High level competency in use of Microsoft suite 	Essential

SPECIAL CONDITIONS

- Out of hours work or extended opening hours, may also be required from time to time.
- Travel will be required from time to time.
- Screenings (initial and ongoing) apply and are not limited to:
 - Medical examination or assessment including hearing assessment.
 - Functional Capacity / Work Suitability Assessment where identified due to the inherent physical requirement of the job; and/or where a preferred candidate indicates a pre-existing medical condition that may impact on their ability to perform the inherent requirements of the role.
 - General employment probity screening;
 - National Police Certificate, including disclosure of any pending charges.
 - Confirmation of qualifications; accreditations and licences (initial and ongoing)

* refer to contract for any additional conditions

POSITION DESCRIPTION AGREEMENT AND SIGNATURES

Council acknowledges that a multi-skilled workforce provides a broader range of skills which bring a greater flexibility to the work area, you may therefore be asked to comply with reasonable direction to perform duties outside the scope of the position description.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role

Incumbent Name	Vacant		
	Signature:	Date:	
Chief Executive Officer	Tim Pfeiffer		
	Signature:	Date:	
PD Agreement Date		PD Review Date (12 months)	
Commenced employment with Berri Barmera Council			
This PD supersedes previous PD Date: <i>(if applicable)</i>			
Record Number			