



INFORMATION FOR APPLICANTS



EXECUTIVE ASSISTANT

Application Close – 4:00 pm **Friday 22 August 2025**

For more information please contact:

Alex Adams – Executive Assistant

ea@lakegrace.wa.gov.au

Tel No. (08) 9890-2500

Advertisement

EXECUTIVE ASSISTANT - FULL TIME

The Shire of Lake Grace is looking for an Executive Assistant to work with our management team. This diverse role provides administration support to our executive managers and councillors which includes but is not limited to, coordination of meetings, agendas and minutes, human resources, and governance processes.

This is a great opportunity for someone with administrative skills looking for a new challenge in an environment where they can make a difference.

About you:

You are an organiser, a diplomat, a negotiator! The EA is the lynchpin of the executive team – the glue that holds the pieces together. You are an enabler; you provide people with the tools to do their job, and you make things happen. You work as part of a team and communicate well with everyone.

About us:

We provide above-award remuneration, plus 12% superannuation, clothing allowance and an Employee Assistance Program.

Part time working arrangements may be negotiated.

We value organisation, good attitude, teamwork, initiative, and ability to learn.

Not from a Local Government background? No problem. We appreciate transferrable skills and will provide training for Local Government specific knowledge.

Questions? Reach out to Alex Adams via email ea@lakegrace.wa.gov.au , call 9890 2500 or drop in to the office for a chat.

How to apply:

Applications must include your resume and a covering letter describing why you are interested in the role.

Applications should be labelled *Confidential – Executive Assistant Application* and emailed to ea@lakegrace.wa.gov.au, or posted to PO Box 50, Lake Grace WA 6353, or dropped in to the front desk at the administration office 1 Bishop Street, Lake Grace.

An application package is available to download from the shire website or by contacting the administration office directly.

Closing date for applications is **4pm on Friday 22 August**.

The Shire of Lake Grace is an Equal Opportunity Employer.

About your application

Your application

This is the initial step in securing an interview for the position you are applying for and must be typed and of the highest standard.

We would prefer that your applications are emailed to ea@lakegrace.wa.gov.au and if you are mailing or delivering, it should be stapled in the top left-hand corner. Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a short outline and a brief description of your background and the reason why you are applying for the position.

Response to the Selection Criteria

The advertisement may or may not require for you to address the selection criteria and therefore needs to be set out in a separate document. The Selection Criteria is contained within the Position Description which will determine your suitability when shortlisting applicants. It is not meant to be exhaustive, but applicants must address each of the criteria demonstrating a developed knowledge and experience. You must also include previous working experience or examples in undertaking the function or requirements.

Qualifications

As part of your application, copies of supporting information/qualifications/certificates and statements of claims must be submitted.

Referees

Please include in your Resume/CV the names and contact details of at least two (2) referees. If there are reasons that the applicant does not wish the Shire of Lake Grace to undertake referee checks prior to determining a preferred candidate (e.g. an employer is not aware of your application and you do not wish for contacts to initially be made until preferred candidate status has been confirmed), please advise of such with your application or supporting email. *It is a common courtesy that referees be contacted for approval prior to nominating them in the application.*

Closing Dates for Applications

Vacancies within the Shire of Lake Grace are advertised with a specific closing date and is written in the advertisement. The closing time is the time when your submission is to be received at the Shire of Lake Grace office. *Please note that in fairness to everyone applying for the position, late applications will NOT be accepted.*

Preparing for the Interview

The Selection Criteria within the Position Description will best prepare you for the questions at the interview. It is recommended that the STAR method is used in responding to each criteria – S=situation, T=task at hand, A=action you have taken to complete the task, R= the result/outcome of your efforts. You can identify examples from past experience that might be similar or equivalent.

The Interview Process

A panel interview will usually consist of three (3) interviewers who will follow a set format to ensure equity and fairness to the applicant. The interviewers will take turns asking questions and will make notes to ensure that applicants are examined in a uniform manner

After the Interview

The successful applicant will be contacted by a member of the Panel to verbally offer the position. All employment is subject to successfully obtaining a National Police Clearance certificate and a pre-employment medical and drug & alcohol test. The costs will be reimbursed by the Shire after commencement. *All unsuccessful applicants will be notified in writing by the Human Resources Department.*



SHIRE OF LAKE GRACE ORGANISATION CHART





Shire of Lake Grace

EXECUTIVE ASSISTANT

POSITION DESCRIPTION

Shire Values “A safe, inclusive and growing community embracing opportunity”

Position title	Executive Assistant
Department / service area	Executive Services
Industrial award	Local Government Industry Award 2020 Industrial Agreement
Classification	Level 4
Position reports to (role)	Chief Executive Officer / Deputy Chief Executive Officer
Position supervises / Manages (roles)	Nil
Last date PD reviewed	28/07/2025
Links to Corporate Plan Objectives	<i>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</i> Outcome 8: A strategically focused, unified Council functioning efficiently. Outcome 9: An efficient and effective organisation.

Position Certification Date: 28/07/2025

Position Summary

Job Purpose

Provide a high level of management support to the Chief Executive Officer and Elected Members.

Effectively provide and coordinate professional administrative services to the Executive Management and Elected Members as required under the general direction of the Chief Executive Officer and Deputy Chief Executive Officer.

KEY DUTIES & RESPONSIBILITIES

Primary, delegated or supporting responsibilities

- To provide administrative support to the CEO/DCEO and President and Councillors as required.
- Liaise with Councillors, the general public and other staff on behalf of the CEO/DCEO
- Provide a high standard of customer service both externally and internally.
- To assist in the implementation of organisational policies and the attainment of strategic objectives
- To assist with managing content development of the Shire website and social media site.
- To assist in ensuring compliance with statutory and legal obligations.
- To assist in planning, organisation and coordination of recurrent and occasional Council events and meetings.
- Ensure executive tasks are carried out efficiently and effectively so that deadlines are met.
- Foster a professional work environment based upon sound inter-personal skills.

Executive Support

- Provide confidential executive support to the CEO/DCEO, Shire President and Elected Members as required.
- Coordinate meetings and appointments for the CEO and the Shire President.
- Coordinate the compilation, production and distribution of meeting agendas and minutes.
- Coordinate the advertising of public notices.
- Manage corporate travel arrangements for Council Members and staff.
- Undertake occasional research for the CEO/DCEO and the Shire President.
- Assist the CEO and DCEO with special projects from time to time.

Elected Member Support

- Arrange distribution of agendas, minutes and other information as required by the CEO.
- Coordinate elected members attendance at various Council and Committee meetings, functions and events.
- Liaise with Council/Elected Members on training requirements and opportunities, monitor the training attended and send out reminders on training that is incomplete.

Human Resources Management

- Oversee HR management activities including recruitment, onboarding, probation and annual performance reviews, employment termination, exit interviews, training and other HR administration.
- Support effective end-to-end recruitment process, ensuring position descriptions are current, placing advertisements, corresponding with applicants during the recruitment process, scheduling interviews and completing reference checks.
- Prepare and issue employee contracts as appropriate.
- Coordinate staff orientation, onboarding, and training as required.

Administration and Governance Support

- Assist the DCEO with development and maintenance of various manuals, registers and other official records including the gifts, disclosure of interests, delegations and tenders register.
- Assist with the coordination of corporate governance as required by legislation and Council's codes and policies, including statutory compliance, development and review of policy manual, development of other corporate documents and local laws.
- Assist the CEO/DCEO to ensure compliance with Council's statutory administrative obligations.
- Assist the DCEO in the development, implementation and maintenance of the Organisation's governance related risk management framework including policies and processes consistent with legislation
- Assist with the conduct of Council elections, including the coordination of postal voting, dissemination of public notices and organisation of candidate information sessions.
- Other duties as directed and required.

Function Coordination

- Support the coordination, planning and implementation of special events, receptions and citizenship ceremonies.
- Organise and cater for meetings and events as required.

Customer Service <ul style="list-style-type: none"> Respond to phone calls and emails for the CEO and initiate action, take accurate messages as required. Effectively liaise with Councillors, staff members, electors and customers. 	
General Responsibilities and expected behaviour or conduct <i>The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.</i> Staff are expected to; <ul style="list-style-type: none"> ✓ assist other employees from time to time and contribute to teamwork ✓ behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code ✓ observe the highest standards of honesty and integrity ✓ avoid conduct which might suggest any departure from these standards ✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them. 	
Key Performance Indicators	Performance Requirements
Provide office management and executive services to the CEO / Elected Members / Executive	<ul style="list-style-type: none"> Efficient management of the CEO's / Executive's calendar and secretarial services delivered in timely proactive accurate manner and treated with confidentiality when required. Meetings organised according to requirements Accurate and timely distribution of agendas and minutes and necessary documentation High quality standard of documentation and record keeping Accurate, prompt and timely response to Elected Members and Executive Prompt research outcomes for CEO & President
Provide efficient Administration and Executive Support	<ul style="list-style-type: none"> Timely and accurate support and assistance Efficient management of registers and official records including but not limited to disclosures of interests, delegations, notices of motion Up to date filing
Arrange and manage events for the CEO / Elected Members / Executives	<ul style="list-style-type: none"> Smooth running of CEO's / Executive's events and functions Compliance to budget
Customer Service	<ul style="list-style-type: none"> Prompt and efficient handling of telephone calls, incoming and outgoing correspondence Accurate, prompt and timely response

Work Health and Safety Statement of Outcome

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Work Health and Safety standards.

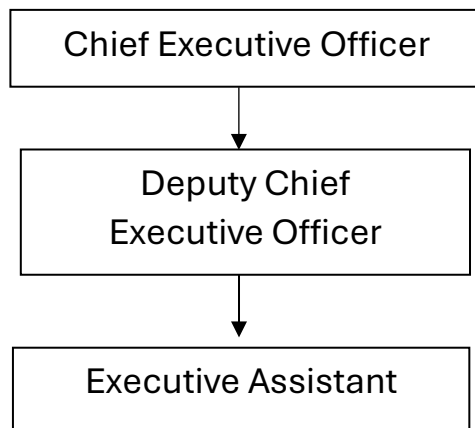
1. Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
2. Comply with statutory obligations, Council Policy, Industrial Awards, WHS and EEO legislation
3. Follow safety rules, procedures and standards at all times
4. Report ALL accidents, incidents and hazardous situations arising in the course of work

Equal Employment Opportunity Statement of Outcome 2023-2025

1. Outcome – The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.
2. Outcome – Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees
3. Outcome – Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity
4. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

Position Liaises with:

Organisational Relationship



Internal & External Liaison

SELECTION CRITERIA

ESSENTIAL

- Developed interpersonal, organisational and written communication skills
- Knowledge of office procedures
- Comprehensive computer literacy skills in a Microsoft Office environment.
- Knowledge and experience with end-to-end meeting preparations
- Knowledge of website and social media content management
- Ability to multitask and work with minimal supervision and to use initiative as required.
- Ability to set goals, prioritise and organise to meet deadlines.
- Ability to work in a team environment.
- Ability to handle sensitive materials / information with tact and confidentiality
- Current West Australian 'C' Class Drivers Licence
- Current National Police Clearance Certificate, no more than 6 months old, or willingness to obtain
- Completion of a pre-employment medical

PREFERRED

- Sufficient experience in organisational support including executive support
- Demonstrated skills in research and information management
- Qualification in business studies or appropriate relevant experience in a similar role
- Previous experience working in the local government
- A good understanding of the role of local government and public accountability including knowledge of budgets, human resources management processes, compliance regulations and local government legislation.
- Knowledge and experience of contemporary Human Resources Management practices, relevant Industrial Relations legislations and employment Awards

TRAINING

The Shire of Lake Grace will provide training and professional development opportunities to the successful applicant including the costs of attending appropriate training where opportunities are identified.

PERFORMANCE REVIEWS:

Reviews shall be conducted annually.

PHYSICAL REQUIREMENTS OF THE POSITION

Sitting / standing for periods of time, ergonomics, lifting, bending, twisting, and working with screen-based equipment.

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

EXECUTIVE ASSISTANT

Position Acknowledgement and Acceptance

Position Holder

Name

Signature

_____/_____/_____

Date

Reviewed by:

Aaron Wooldridge

Deputy Chief Executive Officer

_____/_____/_____

Date

Approved by:

Alan George

Chief Executive Officer

Signature

_____/_____/_____

Date

This position description will be reviewed annually as part of the annual performance appraisal process.



Shire of Lake Grace Application Form Executive assistant

PERSONAL DETAILS		
Full Name:		
Home Address:	Suburb:	
State:	Postcode:	
Telephone Number:		
Email Address:		
Do you hold a valid driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details of your driver's licence below		
Place of Issue:	Licence type:	
Drivers Licence Number:	Expiry Date:	
Do you hold a valid police clearance check? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, would you be prepared to undertake this check if requested? Yes <input type="checkbox"/> No <input type="checkbox"/>		
EMPLOYMENT RIGHTS		
Are you an Australian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, please state your nationality and confirm the details of your current visa		
Nationality:	Visa Type:	
Details of Any Work Restrictions:	Visa Expiry Date:	
Any Additional Comments:		
EDUCATION AND QUALIFICATIONS		
Name of Institute	Qualification Obtained	Completion Date
Details of Any Other Relevant Skills or Qualifications:		
EMPLOYMENT HISTORY		
Name of Employer:	Position Held:	
Start Date:	End Date:	
Reason for Leaving:		

Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
REFEREES	
Name of Referee 1:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Referee 2:	
Company Name:	
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to the Shire of Lake Grace to make contact with my referees to carry out reference checks in support of my application Yes <input type="checkbox"/> No <input type="checkbox"/>	

HEALTH QUESTIONNAIRE	
<p>Do you wish to make us aware of any thing that may impact your ability to carry out the tasks required for this role?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>If yes, please provide details:</p>	
<p><i>Please note that disclosure of any injury, illness or disability will not exclude an applicant from employment. The Shire has a duty of care to employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.</i></p>	
<p><i>Applicants who are successful in the shortlisting process may be subject to a pre-employment medical and urine drug screening, as part of the recruitment process. At this stage, applicants may be required to disclose any previous workers compensation claims and details of any previous/current medical conditions or restrictions that may impede their physical ability to perform the role that they have applied for.</i></p> <p>I understand and agree to these terms and conditions Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>I agree to take part in a pre-employment medical and urine drug screening Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
ADDITIONAL INFORMATION	
<p>How did you learn about this opportunity?</p>	
<p>Are you currently employed by or have previously worked for the Shire of Lake Grace?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>If yes, please provide further details below:</p>	
<p>Dates employed from and to:</p>	
<p>Position Held:</p>	<p>Line Manager Name:</p>
<p>Please confirm that you have attached the following supporting documents to this application form:</p>	
<p>Resume</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Covering Letter</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
APPLICANT DECLARATION	
<p>I hereby certify that the information provided in this application is true and correct. I understand that any misrepresentation of facts within this application could be cause for instant termination, should I be employed by the Shire of Lake Grace. I am aware that should I be employed by the Shire of Lake Grace that this application and the attached supporting documentation will be included in my employment file.</p> <p>Applicant Name:</p> <p>Signature:</p> <p>Date:</p>	

