



**Shire of Lake Grace**

# EXECUTIVE ASSISTANT

## POSITION DESCRIPTION

**Shire Values** *"A safe, inclusive and growing community embracing opportunity"*

<b>Position title</b>	Executive Assistant
<b>Department / service area</b>	Executive Services
<b>Industrial award</b>	Local Government Industry Award 2020 Industrial Agreement
<b>Classification</b>	Level 4
<b>Position reports to (role)</b>	Chief Executive Officer / Deputy Chief Executive Officer
<b>Position supervises / Manages (roles)</b>	Nil
<b>Last date PD reviewed</b>	28/07/2025
<b>Links to Corporate Plan Objectives</b>	<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.

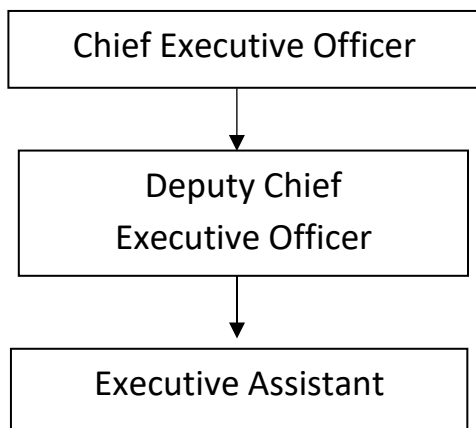
### **Customer Service**

- 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**

*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.*

<p>Staff are expected to;</p> <ul style="list-style-type: none"> <li>✓ assist other employees from time to time and contribute to teamwork</li> <li>✓ 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</li> <li>✓ observe the highest standards of honesty and integrity</li> <li>✓ avoid conduct which might suggest any departure from these standards</li> <li>✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.</li> </ul>	
Key Performance Indicators	Performance Requirements
<b>Provide office management and executive services to the CEO / Elected Members / Executive</b>	<ul style="list-style-type: none"> <li>• Efficient management of the CEO's / Executive's calendar and secretarial services delivered in timely proactive accurate manner and treated with confidentiality when required.</li> <li>• Meetings organised according to requirements</li> <li>• Accurate and timely distribution of agendas and minutes and necessary documentation</li> <li>• High quality standard of documentation and record keeping</li> <li>• Accurate, prompt and timely response to Elected Members and Executive</li> <li>• Prompt research outcomes for CEO &amp; President</li> </ul>
<b>Provide efficient Administration and Executive Support</b>	<ul style="list-style-type: none"> <li>• Timely and accurate support and assistance</li> <li>• Efficient management of registers and official records including but not limited to disclosures of interests, delegations, notices of motion</li> <li>• Up to date filing</li> </ul>
<b>Arrange and manage events for the CEO / Elected Members / Executives</b>	<ul style="list-style-type: none"> <li>• Smooth running of CEO's / Executive's events and functions</li> <li>• Compliance to budget</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Prompt and efficient handling of telephone calls, incoming and outgoing correspondence</li> <li>• Accurate, prompt and timely response</li> </ul>
<p><b>Work Health and Safety Statement of Outcome</b>  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.</p> <ol style="list-style-type: none"> <li>1. Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace</li> <li>2. Comply with statutory obligations, Council Policy, Industrial Awards, WHS and EEO legislation</li> <li>3. Follow safety rules, procedures and standards at all times</li> <li>4. Report ALL accidents, incidents and hazardous situations arising in the course of work</li> </ol> <p><b>Equal Employment Opportunity Statement of Outcome 2023-2025</b></p> <ol style="list-style-type: none"> <li>1. Outcome – The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.</li> <li>2. Outcome – Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees</li> <li>3. Outcome – Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity</li> <li>4. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.</li> </ol>	

**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

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Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

#### Reviewed by:

\_\_\_\_\_

**Aaron Wooldridge**

Deputy Chief Executive Officer

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Date

#### Approved by:

Alan George

\_\_\_\_\_

Chief Executive Officer

Signature

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Date

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