



Executive Assistant

Position Description

Position number: OC002



POSITION DESCRIPTION

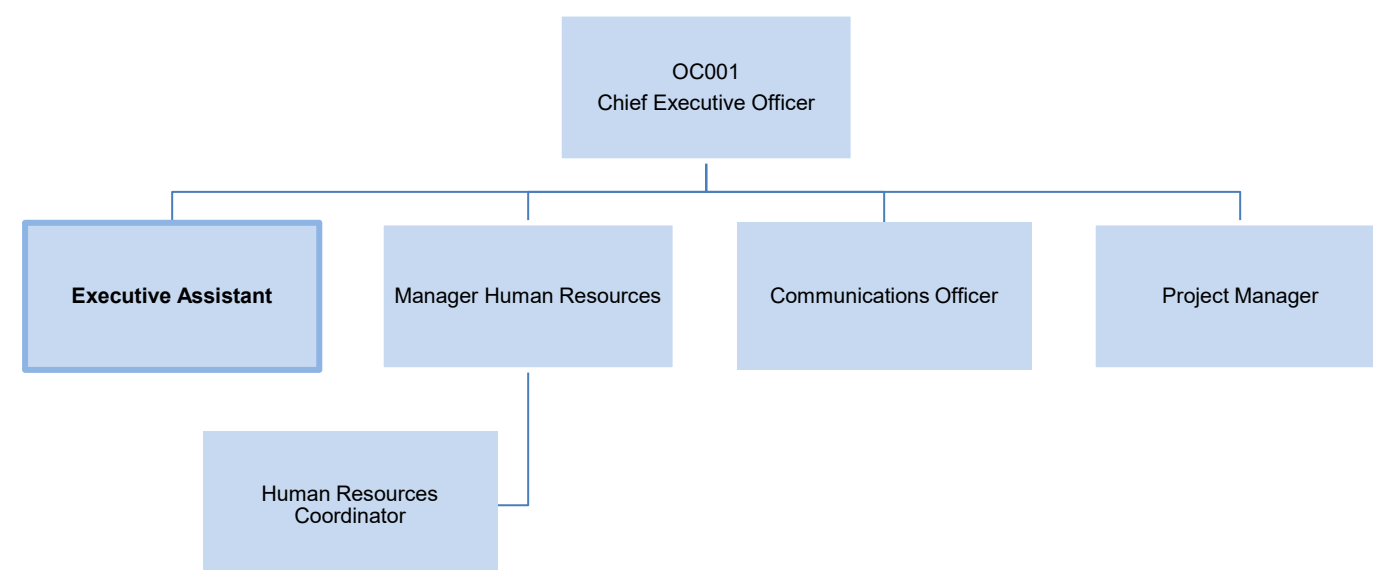
Position	Executive Assistant
Department	Office of the CEO
Location	87 Throssell Street, Collie WA 6225
Reports to	Chief Executive Officer
Supervises	Nil
Hours of Work	76hrs/9-day fortnight
Level	Level 6
Position number	OC002

Position Objective

The primary responsibilities of this position are to provide administrative support and assistance to the Chief Executive Officer and Elected Members, including a range of administrative functions, and to provide support and liaison with Elected Members while organising functions and events.

This position supports the CEO and Executive Management Team in developing a cohesive and inclusive working environment which aligns with Council's values and the Shire of Collie Code of Conduct.

Workforce Structure



Our Vision

Collie – Nature at our doorstep, community at heart.

Our Mission

The Shire of Collie delivers high-quality local services, advocates for Collie, and fosters partnerships to achieve better outcomes – guided by the community's vision and balanced by responsible financial management.

Our Values				
The core values at the heart of the Council's commitment to the community are:				
Integrity	Transparency	Accountability	Collaboration	Respect
Our Commitment to Community				
We will lead the delivery of our vision We will support local business wherever possible We will consult and engage with our community on issues that affect them We will encourage, welcome and value feedback We will encourage, support and advocate for our community				
Key Duties				
<u>Executive & Administrative Support</u> • Arrange appointments and screen telephone and counter enquiries for the Chief Executive Officer and Shire President as appropriate. • Coordinate diary appointments and arrange meetings involving the CEO and/or Shire President or Councillors as required. • Undertake registration of CEO incoming and outgoing communications, including written mail and emails. • Undertake research on matters as directed by the CEO. • Prepare written material including letters, reports, memos, or certificates, as necessary. • Undertake preparation, distribution, recording and publication of agendas and minutes for Executive Management Team meetings, including monitoring decisions/actions. • Fulfil the role of Shire Complaints Officer, maintaining the Shire Complaints Register in accordance with Council Policy and legislation. • Undertake coordination and production of reports for distribution to Elected Members and/or Directors, including the quarterly Corporate Business Plan Performance Report. • Review and reformat content submitted by other staff for the Council Newsletter/Bulletin, ensuring 3rd-person voice, clarity and appropriate de-identification of personal information before publication (see PRIS Act 2024). • Other administrative functions as directed by the CEO. <u>Elected Member Support</u> • Provide a central point of contact for all Elected Members, providing advice and assistance on administrative matters. • Communicate meeting and other arrangements with Elected Members. • Undertake registration and distribution of incoming and outgoing mail and email communication for the Shire President. • Coordinate Elected Member training as required under legislation, maintaining a training register and booking training/accommodation as required.				

- Provide liaison between the CEO, Elected Members and members of the public or agencies.
- Assist in the induction and training of prospective and new Elected Members.

Liaison & Public Relations

- Provide assistance and advice to people who telephone, email or visit the CEO and/or Shire President and Elected Members.
- Receive reports of emergencies and complaints in a prompt and efficient manner when directed to the office of the CEO and refer to the CEO or Directors in the CEO's absence.
- Assist the CEO and Shire President with other public relations matters.

Citizenship Ceremonies

- Arrange Citizenship Ceremonies in coordination with the Federal Government.
- Ensure readiness of candidates and prepare documentation as necessary for ceremonies.

Civic Functions, Events & Catering

- Coordinate the planning and logistics of civic functions, official ceremonies and Council-hosted events, including catering, venue bookings and invitations.
- Liaise with caterers, venues and suppliers, managing associated costs within delegated authority.
- Prepare run sheets, guest lists and protocol or seating arrangements for civic and ceremonial occasions.
- Support the CEO and Elected Members with hospitality arrangements for visiting dignitaries and official Shire functions.

Inbox & Calendar Management

- Actively manage the Executive Assistant personal inbox.
- Monitor the CEO email account and calendar, responding to emails where appropriate.
- In conjunction with the Communications Officer, monitor and manage the Cr_Communications email account, responding to emails where appropriate.
- Room-booking calendars do not require active monitoring.

General

- Assist with Local Government Elections where required.
- Assist the Directors with backup administrative support where requested by the CEO.
- Any other duties as assigned by the CEO.

Selection Criteria – Qualifications and Experience**Essential Criteria**

- Demonstrated experience in providing senior administrative or executive support in a similar role.
- High level computer skills with an ability to produce a variety of documents to a professional standard.
- Proven ability in problem solving or finding a solution with a willingness to use initiative and take ownership.

- Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.
- Strong time management and organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.
- Proven ability to prepare reports, meeting agendas and take minutes of meetings.
- Sound research, investigative and analytical skills required for report writing.
- Demonstrated experience or willingness to develop supervisory and coaching skills.

Desirable Criteria

- Local Government experience.
- Understanding of the *Local Government Act 1995* and associated legislation.

Ongoing Performance

All employees are required to participate in an Annual Performance Review, where KPI's will be established by the line manager for the employee which meet the Shire's Strategic Objectives and Priorities.

Training

Willingness and aptitude to undertake further training and professional development to keep abreast of industry trends, regulatory changes, technology as relevant and related matters.

Position Dimensions

Work Location: Shire Administration Building, 87 Throssell Street, COLLIE WA 6225
Delegated Authority: As defined by the Chief Executive Officer.
Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

Extent of Authority

This position operates under the general direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.

Corporate Accountabilities

1. Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace.
2. All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
3. Comply with Council's Employee Code of Conduct, management directives and approved policies and procedures.
4. Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
5. Maintain obligations described within the Shire's Customer Service Charter.
6. Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.

7. Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
8. Deliver effective use of Shire resources within the level of accountability for this position.
9. Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
10. Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.
11. Employees shall co-operate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
12. Provide an ongoing commitment to risk, emergency management and business continuity principles.