

POSITION DESCRIPTION

Position Title	Executive Assistant to the Mayor
Position Number	23102
Division	Sport, Community & Activation
Branch	Public Affairs
Grade	13
Special Requirements	Drivers licence Ability to work flexible hours, including attending meetings outside normal working hours
Physical and Environmental Demands	
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Strong Local Leadership
Reporting Structure	
<pre> graph TD A[Director Sport, Community & Activation] --- B[Manager Public Affairs] B --- C[Executive Assistant x 2] B --- D[Executive Support Officer] </pre>	
Position Purpose	
To provide effective and efficient administrative support to the Management Executive, Mayor and Councillors	
Key Result Areas	
<ul style="list-style-type: none"> • Executive Support • Customer Service • Corporate Core Values 	

Key Duties & Responsibilities

Executive Support

- Diary Management for the Mayor and Councillors, including scheduling of meetings and appointments for constituents.
- Process, record and respond to Mayoral and Councillor Invitations and correspondence.
- Prepare complex letters and/or relevant correspondence in response to enquiries received by Mayor and Councillors.
- Act as first receiver for enquiries and/or telephone calls for the Mayor and redirect to appropriate area of Council where applicable.
- Prepare letters/briefing papers/corporate messages and presentations for the Mayor and Councillors.
- Generate the weekly Councillor Update in conjunction with Executive Support Officer.
- Attend Executive Leadership Group & Senior Management Team meetings for minute taking purposes as required.
- Respond to Mayoral and Councillor enquiries and proactively coordinate information from across the organisation in relation to matters of concern to Mayor and elected body of Council.
- Work with the Public Affairs team to organise appropriate promotional opportunities and ceremonial arrangements....
- Act as mentor to Executive Support Officer.
- Work with the Manager Public Affairs & the Executive Assistant to the General Manager to ensure the smooth coordination and operation of the Executive Services area.
- Attend Council events and appointments as a support for the Mayor and Councillors as required
- Other ad-hoc Executive Assistant responsibilities and other tasks as directed by the Manager Public Affairs.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

Generic Duties

- Other relevant duties which may be required by the Executive Services Coordinator or General Manager from time to time

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:

- understand and adhere to the principles of Risk Management within their job role;
- assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
- provide input into various risk management activities;
- report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Appropriate qualifications and/or extensive experience in an Executive Assistant role.
- Ability to work in a highly sensitive, confidential and political environment.
- High level diary management skills for senior personnel.
- Excellent written and oral communication skills including ability to prepare briefing notes, complex letters, and briefing information and notes.
- Experience in working with Executive and/or elected personnel.
- Highly developed problem solving and negotiation skills.
- Ability to work after hours and weekends as required.
- Demonstrated high level working knowledge of MS Office packages.
- High level customer service focus.
- Proven ability to work under pressure with a commitment to quality outcomes.

Desirable

- High level research skills
- Demonstrated skills in Trim (Records Management), CRM (Customer Request) and Authority (Database)
- Sound knowledge and understanding of local government functions and operations.

Prepared By

Manager Public Affairs

Date Prepared

Updated July 2021

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: