




## JOB OVERVIEW

<b>JOB TITLE</b>	Executive Assistant		
<b>JOB LOCATION</b>	Yarralin	<b>WEEKLY HOURS</b>	38
<b>DIVISION / DEPARTMENT</b>	Core Services	<b>SALARY</b>	Level 5
<b>DIRECT REPORTS</b>	Council Service Manager	<b>WORKING CONDITIONS</b>	Must hold a Criminal History Check (within the last 3 months), a current Working with Children's Clearance, a valid Driver's Licence
<b>REPORTS TO</b>	CEO	<b>EMPLOYMENT CONDITIONS</b>	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

## POSITION DETAILS

<b>JOB PURPOSE</b>	This position is responsible for providing a high level of secretarial and administrative support to the Council Service Manager in the community.
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Ensure a professional and efficient approach to the provision of services to the Council Services Manager at all times.</li> <li>2. Assist the Council Service Manager with the monitoring of budget expenditure within the community.</li> <li>3. Manage on a day to day basis the administration unit within the Council Service Delivery Centre ensuring that secretarial and administrative support is provided, maintaining records, initiating follow-up action to ensure that deadlines are met, drafting correspondence, filing, screening telephone calls and visitors, scheduling appointments and meetings, making travel arrangements and providing catering for visitors, meetings and functions.</li> <li>4. Attend and minute take Local Authority meetings in the community.</li> <li>5. Prepare the periodic reports required for funding bodies and regional office.</li> <li>6. Prepare the Council Service Managers credit card expenditure documents for transfer to regional office along with purchase orders and other financial related functions.</li> <li>7. Coordinate and manage the new employee human resource functions such as inductions and commencement paper work.</li> <li>8. Coordinate and manage the community job vacancies and related paper work within the Council Service Delivery Centre, including community advertising, interviewing, submitting request to fill vacancies for approval to the Council's Human Resource department.</li> <li>9. Ensure the required compliance documentation is met with HR and Finance functions.</li> <li>10. Liaise effectively with all levels of staff within the Council, external agencies and organisations, to assist in the smooth day to day operations of the Council Service Delivery Centre.</li> <li>11. Ensure discretion and confidentiality is adhered to and actively promote the Council's image as an efficient and effective organisation.</li> <li>12. Maintain a safe working environment and ensure Work Health &amp; Safety regulations are adhered to.</li> <li>13. Ensure the policies and procedures of the Council are adhered to and all resources are effectively deployed.</li> <li>14. Carry out any other duties as requested and directed by the Council Service Manager.</li> </ol>

**QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE**

<p><b>EDUCATION REQUIREMENTS</b></p>	<ol style="list-style-type: none"> <li>1. Tertiary qualifications in a related discipline (desirable).</li> </ol>
<p><b>EXPERIENCE &amp; KNOWLEDGE REQUIREMENTS</b></p>	<ol style="list-style-type: none"> <li>1. Demonstrated effective administrative and secretarial skills at an executive level, including the ability to be discreet, maintain confidentiality and discern sensitive issues.</li> <li>2. Demonstrated high level interpersonal, oral and written communication skills.</li> <li>3. Proven ability to participate as part of a team and to work co-operatively with Council Executives, staff members and peers in achieving objectives.</li> <li>4. Demonstrated organisational skills of a high order, including an ability to work under pressure and complete tasks within required time frames, work independently and flexibly, exercise initiative and attend to detail.</li> <li>5. Ability to utilise a range of computer programs to produce reports, correspondence and presentations.</li> <li>6. Sound knowledge of the principles of Work Health &amp; Safety.</li> </ol>
<p><b>OTHER REQUIREMENTS</b></p>	<ol style="list-style-type: none"> <li>1. Criminal History Check (issued within the last 3 months)</li> <li>2. Current Working with Children's Clearance (Ochre Card)</li> <li>3. A valid driver's licence</li> </ol>
<p><b>PHYSICAL REQUIREMENTS</b></p>	<p>The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.</p>
<p><b>APPROVED BY JOANNE SANGSTER CHIEF EXECUTIVE OFFICER</b></p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="295 891 598 1153" style="text-align: center;">  </div> <div data-bbox="821 925 1013 1055" style="text-align: center;"> <p><b>DATE APPROVED</b></p> </div> <div data-bbox="1013 925 1552 1055" style="text-align: center;"> <p><b>8/2/19</b></p> </div> </div>