

POSITION DESCRIPTION

Position Title:	Executive Assistant to Director Strategic Projects and Infrastructure
Position Number:	10909
Directorate:	Strategic Projects and Infrastructure
Reports to:	Director Strategic Projects and Infrastructure
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 4

1. POSITION OVERVIEW

The Executive Assistant is responsible for providing administrative support to the Director Strategic Projects and Infrastructure and assists in the effective administration and coordination of the Departments contained within the Directorate.

1.1 Position Objectives

- Provide efficient and effective administrative support to the Director Strategic Projects and Infrastructure.
- Assist in the provision of an effective administration support service throughout the organisation, in cooperation with the other Directorates, through effective coordination and communication.
- Provide effective assistance to the Departments reporting to the Director.

2. DUTIES & RESPONSIBILITIES

2.1 Administration Support

- Provide efficient and effective administrative/secretarial support to the Director Strategic Projects and Infrastructure including booking meetings and diary management, preparing correspondence, communicating with internal and external customers and preparing financial reports.
- Arrange and record all necessary business-related travel and accommodation including registration and bookings relating to training, conferences and meetings and processing of related expenses, for all employees within the Directorate.
- Ensure a high level of administration coordination occurs with administration officers within the Directorate including but not limited to development of processes and procedures, recruitment paperwork, maintaining effective records management systems, reconciliations and Directorate website information.
- Assist with the preparation of advertising, newsletters, brochures, flyers or other presentation documents as required by the Directorate.
- Coordinate Directorate agenda settlement process for Council meetings and compile information for Councillor Briefing Sessions, including PowerPoint presentations for the Director and Managers as required.
- Compile agendas, attend meetings and prepare minutes for meetings as required for the management of the Strategic Projects and Infrastructure Directorate. This includes booking meetings and meeting room facilities, catering and video conferencing facilities, where applicable.
- Undertake research and project work and prepare briefing notes as required by the Director Strategic Projects and Infrastructure.

- Procure goods and services as required and within delegated authority limits to facilitate the effective administration of the Directorate.
- Draft letters and email correspondence as requested by the Director.
- Draft Council related documents including Council Reports and Contentious issues.
- Review variance reporting for Directorate and assist in budget process
- Carry out other duties as requested by the Director Strategic Projects and Infrastructure, which may reasonably be expected within the scope and classification of the position, and the skill base of the employee.
- Prepare and review correspondence including tender documentation, letters, etc. prior to receipt by the Director.
- Raise purchase orders and manage invoices for payment, including maintenance of financial registers for progress payments.

2.2 Council Agenda and Minutes

- Under the guidance of the Director Strategic Projects and Infrastructure collate and critically review all Directorate council agenda items in conjunction with relevant managers and finalise all necessary documents required for council meetings.
- Update corporate records of Council Resolutions relevant to the Directorate, manage the archiving of documents and recordings related to Directorate outcomes from Council meetings.
- Develop and/or review internal strategy documents and Guidelines on Council report writing.
- Conduct Council report writing training for Directorate officers.
- Critically review, provide feedback and support to senior officers, and source information required for Council reports, Contentious issues and other Council related deliverables.

2.3 Relief Coverage

- Provide relief coverage from time to time when requested by the Director Strategic Projects and Infrastructure and/or by other Departments that require customer service / administrative assistance and within work priorities/ demands.

2.4 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Work autonomously to perform all duties required of the multifunctional role, requiring adaptability and sound time management skills to ensure priorities are met.
- Coordinate others including ensuring Directorate Managers meet corporate deliverables.
- Provide procedural guidance to directorate staff and source relevant information as required.
- Maintain confidentiality and an understanding of commercial in confidence practices.

3.2 Judgement and Problem Solving

- Provide support and direction in relation to corporate deliverables.
- Ensure compliance with policies and procedures within the directorate.
- Exercise judgement, contribute knowledge and skills.
- Set goals when tasks are not clearly documented. Use initiative to develop processes and guidelines, and in taking responsibility for various functions within the directorate.
- Developed time management skills including planning and organising own workloads and priorities, as well as following up on corporate deliverable of senior staff.
- Demonstrated ability to effectively manage multiple tasks and meet deadlines.
- Sound negotiation skills.
- Initiative to improve work practices to benefit the team/directorate.

3.3 Specialist Knowledge and Skills

- Understanding of the systems in which the role operates, including knowledge and use of the Local Government Act, associated Regulations, Council Policies and Procedures.
- Understanding of corporate documents including the City's Code of Conduct, Delegations Register, Enterprise Agreement, Operational Plan and Long-Term Financial Plan.
- Good knowledge of the activities and operational requirements of the teams within the Directorate and other departments within the City.
- Developed computer skills with good knowledge of Microsoft Office (in particular Microsoft Word and Microsoft PowerPoint), internet and email applications.
- Investigative skills required to research information in various in-house and external systems.
- Well-developed organisational skills.

3.4 Interpersonal Skills

- Developed communication, interpersonal and public relations skills to enable professional interaction with a range of people including senior management and other staff, councillors, the public, dignitaries and representatives from community organisations.
- Well-developed writing skills required for the preparation and/or review of Council Reports, Contentious issues, Councillor Requests, Presentations, emails and other correspondence.
- Proactive in sharing information and providing advice and support to Department Administration Officers in coordinating process and procedures.

- High standard of accuracy and attention to detail.
- Ability to work independently and use initiative.
- Good customer service skills.
- Ability to maintain good working relationships.

3.5 Qualifications and Experience

- Previous experience in fast paced administration role within a Local Government Organisation
- Demonstrated previous experience in providing administrative support to a multi -functional team
- Demonstrated experience in the preparation of agendas and minutes
- Certificate in Business Studies is essential
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)