

POSITION DESCRIPTION

Position Title:	Executive Assistant to Director Community Experience
Position Number:	10301
Directorate:	Community Services
Reports to:	Director Community Services
Agreement:	<i>City of Karratha Enterprise Agreement 2019</i>
Classification:	Level 4
Effective Date:	January 2022

1. POSITION OVERVIEW

The Executive Assistant is responsible for providing administrative support to the Director Community Experience and staff within the Directorate as directed.

1.1 Position Objectives

- Provide, accurate, efficient and effective administrative support to Departments within the Directorate that will assist in achieving organisational goals and objectives in the Community Experience Directorate.
- To assist in the provision of an effective administration support service throughout the organisation, in cooperation with the other Directorates, through effective coordination and communication.

2. DUTIES & RESPONSIBILITIES

2.1 Administration Support

- Provide efficient and effective administrative/secretarial support to Community Experience Directorate
- Provide assistance with administration tasks, such as invoicing, purchase orders, where necessary.
- Develop and maintain effective working relationships with colleagues within Community Experience and other directorates to enable the organisation's objectives to be achieved.
- Co-ordinate effective management of Records for Community Experience, including registering correspondence on the Central Records database.
- Carry out research tasks/projects in response to requests from the Director.
- Order and maintain stationery requirements for the Directorate.
- Collate and submit supporting documents with monthly corporate credit card statements.
- Prepare advertising, newsletters, brochures, flyers and other presentation documents for both internal and external marketing and promotion as required.

2.2 Co-ordination of events, programs and services

- Provide assistance in the coordination of various event, programs and services within the Community Experience Directorate at the discretion of the Director Community Experience.
- Process and maintain a record of all registrations and bookings for conferences and other travel for Community Experience staff.

2.3 Meetings

- Compile draft agenda items for Council, Advisory Groups and other meetings as required.
- Compile agendas, attend meetings and prepare minutes for meetings as required for the Community Experience Directorate. This includes booking meeting room facilities, catering and video conferencing facilities, where applicable.

- Format and compile monthly Council agenda reports, briefing session presentations and contentious issues reports in accordance with required standards and within required timeframes.

2.4 Procedures and process manuals

- Review, develop and maintain a series of procedures and process manuals that underpin the functions and operations of the Community Experience Directorate
- Assist with research/preparation of archival materials for the Director Community Experience as required.

2.5 Coverage, relief and other duties

- Provide coverage and relief across the organisation during periods of leave at the discretion of the Director Community Experience.
- Other duties as required.

2.6 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 safety.
- Utilise the City's procedure for OHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- 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.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the OHS Management at the City of Karratha: Roles and Responsibilities.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under the general direction of the Director Community Experience.
- Ability to supervise and coordinate others in providing administrative support, including allocating tasks and responsibilities.
- Ability to maintain confidentiality and an understanding of commercial in confidence practices.
- Demonstrated experience in raising purchase orders and managing invoices for payment.

3.2 Judgement and Problem Solving

- Well-developed problem solving skills, demonstrated ability to follow logical system process.

3.3 Specialist Knowledge and Skills

- Developing knowledge of the local community, organisational structure and the functions of Local Government Community Experience to enable the efficient handling of queries and requests for information from both external and internal customers.
- Excellent organisation and administrative skills with the ability to effectively prioritise multiple tasks.

- Excellent written communications skills and the ability to undertake a variety of research tasks.
- High standards of accuracy and attention to detail.
- Developed keyboard and computer skills with a sound knowledge of Microsoft Office, internet and email applications. Previous experience in the use of Microsoft Publisher for developing publications would be an advantage.

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.
- Ability to work constructively in a team environment as well as independently with minimal supervision.
- Well-developed interpersonal and conflict resolution skills with the ability to communicate with a wide range of people to ensure a high level of customer service.
- Developed time management skills and demonstrated ability to effectively manage multiple tasks and meet deadlines.

3.5 Qualifications and Experience

- Demonstrated previous experience in providing administrative support to a multi functional team and/or Senior Management
- Demonstrated experience in the preparation, collation and review of executive level documents and presentations
- A National or Federal Police Clearance (no more than 6 months old)
- Current C class drivers licence