



POSITION DESCRIPTION

Position Title:	Executive Assistant to Mayor & Council
Position Number:	11142
Directorate:	Office of the Chief Executive Officer
Reports to:	Executive Assistant to the CEO
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Executive Assistant to the Mayor and Council serves as a crucial link between the CEO's Office, the Mayor, and Council members, providing comprehensive support to enhance the efficiency of Council operations. This multifaceted role combines executive assistance with elements of a Council Secretary, ensuring seamless coordination and facilitation of Council activities.

2. DUTIES & RESPONSIBILITIES

2.1. Administrative Support

- Manage the Mayor's schedule, coordinate appointments, and arrange meetings on behalf of the Mayor and Council.
- Prepare and distribute agendas, minutes, and other relevant documents for Council meetings.
- Serve as the primary point of contact for Council members, facilitating communication and responding to inquiries.

2.2. Council Secretariat

- Act as the Council Secretary, overseeing the preparation and distribution of Council meeting materials, including agenda packs and supporting documents.
- Ensure compliance with relevant legislative and procedural requirements governing Council meetings.
- Attends Council and briefing meetings (Monday evenings) to record and maintain accurate minutes of Council meetings and maintain an organised repository of official Council records.

2.3. Communication and Liaison

- Act as a liaison between the Mayor's Office, Council, and City executives, external organisations, and the public.
- Draft and edit correspondence and other written materials for the Mayor.
- Coordinates media enquiries and responses in liaison with Manager, Marketing & Communications
- Facilitate communication between Council members and stakeholders, fostering positive relationships.

2.4. Records Management

- Maintain accurate and up-to-date records for the Mayor's Office and Council, including official documents and correspondence.
- Ensure compliance with record-keeping policies and procedures, with a focus on transparency and accountability.

2.5. Events, Training and Expense management

- Assist in the planning and execution of events hosted or attended by the Mayor and Council.
- Coordinates travel, logistics, invitations, and other event-related tasks, ensuring a seamless and professional experience.
- Administers the Council expense reimbursements, in accordance with Policy.

2.6. Confidentiality

- Handle sensitive information with the utmost discretion and maintain confidentiality on matters related to the Mayor and Council.

2.7. 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 & Accountability

- Assess and process incoming correspondence and enquiries to appropriate staff on a priority basis, using own judgement and where necessary, determine the appropriate response.
- Freedom to act, governed by clear objectives within the limits of budget constraints, Council policy, established guidelines, and relevant legislation.
- Although regular reporting will occur, the incumbent will be expected to work unsupervised and have the authority to plan and organise own activities and workload to meet the goals and priorities required.

3.2. Judgement & Problem Solving

- Ability to problem solve with solutions found in established processes and procedures.
- Assessing incoming enquiries for the Mayor and Councillors determining importance and responding and addressing the enquiry where possible – redirection to other staff members where appropriate.
- Provision of accurate, timely and meaningful advice to the Mayor and Councillors.
- Proven experience to judge situations to make decisions and follow up outstanding matters with staff, particularly the Mayor, Councillors and Leadership Team.
- Capacity for initiative and innovation in approach to all aspects of the position.
- Maintaining appropriate standards for civic functions and receptions.

3.3. Specialist Knowledge & Skills

- Advanced IT skills and knowledge of Microsoft Office products in particular Office 365, Teams, Outlook and SharePoint.
- Demonstrated excellent organisational and time management skills in a busy office environment.
- Proven sound knowledge and ability to interpret, understand and apply relevant legislation.
- A superior ability to maintain clear communication channels in a fast moving and dynamic environment.
- A high level of accuracy together with an understanding of the need for strong attention to detail.

3.4. Interpersonal Skills

- Ability to gain co-operation and commitment from both the public and other staff members, sometimes involving sensitive issues with aggrieved people in order to exchange information, seek advice and co-ordinate services and activities.
- Well-developed written and analytical skills focussing on procedure development, reports and other business writing.
- To project and maintain a courteous, co-operative working relationship with the Mayor and Councillors, staff and the general public to project a high public image of the Council.
- Maintain a high level of confidentiality and discretion in the handling of a wide range of information and projects.
- Friendly, but assertive approach to all interactions.

3.5. Qualifications & 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
- Certificate in Business Studies is desirable
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)