

POSITION DESCRIPTION

Position Title:	Executive Assistant to Director SP&I
Position Number:	10909
Directorate:	Strategic Projects and Infrastructure
Reports to:	Director Strategic Projects and Infrastructure
Agreement:	City of Karratha <i>Industrial Agreement 2023</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Executive Assistant plays a pivotal role in delivering high quality Executive services and administrative support to the Director Strategic Projects and Infrastructure. The position contributes to ensuring cross Directorate administration processes and efficiencies and has oversight in delivering high quality and effective administration by 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 Leadership and Support

- Coordinates the Directors Office, ensuring the delivery of high-quality executive services.
- Represents the City in sensitive and confidential discussions with key external stakeholders.
- 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.
- 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

- 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.
- 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 Cross-Functional Collaboration

- Understands and navigates cross-functional accountabilities and priorities, particularly where executive administration processes must align across Directorates.
- Actively contributes to the Executive Assistant group, and as required, supports the CEO and other Directors in the allocation of resources.
- Coordinates joint Executive Team calendars, activities and processes, as requested by the Director
- 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 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.
- Exercises a high degree of autonomy for decisions relating to the efficient operation of the Directors office, and provision of support for the Director
- Identifies and resolves administrative issues, often at a whole-of-City or cross-Directorate level.
- Works unsupervised and must manage time to deliver results with competing demands and stakeholder expectations.
- 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

- 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.
- Well-developed written and analytical skills focussing on procedure development, reports and other business writing.
- A high level of accuracy together with an understanding of the need for strong attention to detail.
- Good written and verbal communication 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.

3.4 Interpersonal Skills

- Ability to gain co-operation and commitment from both the public and other staff members, sometimes involving sensitive issues.
- Confidence and experience in managing and de-escalating conflict with aggrieved external stakeholders.
- Projects a courteous, co-operative working relationship with internal and external stakeholders. Projects a high public image of the City and Council to external stakeholders.
- 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 and Experience

- Demonstrated previous experience in providing Executive support to a CEO and Board/Council, or Executive leader, in a large, complex organisation.
- Demonstrated experience in managing a fast-paced Executive office, including budgets, business plans and projects, and leading a small team of direct reports.
- Demonstrated experience in managing the needs of politically sensitive key stakeholders, including Federal and State Government Ministers.
- Certificate in Business Studies is desirable
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)