



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Executive Assistant to the Director Development Services</b>
<b>Position Number:</b>	<b>10101</b>
<b>Directorate:</b>	<b>Development Services</b>
<b>Reports to:</b>	<b>Director Development Services</b>
<b>Supervises:</b>	<b>Development Services Administration Officers</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 5</b>

## 1. POSITION OVERVIEW

The Executive Assistant to the Director Development Services is responsible for the leadership and supervision of the Development Services Administration team in delivering accurate, efficient and effective administration support to the Director and the Development Services Directorate.

### 1.1. Position Objectives

- Provide, accurate, efficient and effective administrative support to Departments within the Directorate, and across the organisation, that will assist in achieving organisational goals and objectives.
- Coordinate the administrative functions of the Directorate, including effectively allocating tasks to direct reports and working with them to achieve best possible outcomes.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Administration Support

- Ensure an excellent level of customer service is provided by the administration team to both internal and external stakeholders.
- Provide efficient and effective administrative support to the Development Services Director, Managers and Coordinators.
- Identify, manage and implement continuous improvement projects.
- Complete end of month processes including:
  - reconciliation and reporting of the Building Services Levy and Construction and Training Fund accounts
  - Australian Bureau of Statistics reporting
  - Fines Enforcement Registry
  - Credit Card reconciliations etc
- Compile and distribute monthly statistics from across the Directorate.
- Assist with the management and flow of Council Reports.
- Assist with budget review and planning for the administration team.
- Develop and maintain procedures and guidelines to improve processes.
- Arrange and attend meetings, including agendas and minutes where required and assist in event coordination, programs and services within the Directorate.
- Assist with travel bookings, advertising and general administration duties including ordering and maintaining stationary requirements for the Directorate.
- Other duties as required.

## **2.2. Leadership & Supervision**

- Provide leadership, mentoring and support to the Development Services Administration staff to ensure resources and workloads are effectively managed and in accordance with statutory timeframes.
- Coordinate and monitor administration workload across the Directorate, providing assistance with administration tasks, such as invoicing, purchase orders, processing infringements, data entry for applications, referrals, advertising, property enquiries and customer requests where necessary.
- Ensure compliance with building and planning statutory time frames.
- Raise and process requisitions, match invoices and approve those raised by Development Services Administration Officers.
- Coordinate the effective management of Records for Development Services including registering correspondence on the Central Records database, archiving documents and retrieving documents from external archives.
- Manage the Development Services Administration team's leave accrual, approvals and timesheets.

## **2.3. 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**

- Works under the general direction of the Director Development Services.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Ability to respect and maintain confidentiality and an understanding of commercial in confidence practices.

### **3.2. Judgement & Problem Solving**

- Well-developed problem-solving skills and demonstrated ability to follow logical system processes.
- Developed time management skills and demonstrated ability to effectively manage multiple tasks and meet deadlines.

### **3.3. Management and Supervision**

- Supervise and coordinate others in providing administrative support, including allocating tasks and responsibilities.

### **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.

### **3.5. Qualifications & Experience**

- Previous high level administrative experience, preferably in a similar local government or technical-based environment
- Demonstrated experience in supervising a team to provide administrative support to a multi-functional team
- Previous experience in Local Government is desirable
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)