

POSITION DESCRIPTION

Position Title:	Executive Assistant Corporate & Commercial
Position Number:	11159
Directorate:	Corporate & Commercial Services
Reports to:	Director Corporate & Commercial Services
Agreement:	City of Karratha Industrial Agreement 2023
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 Corporate & Commercial Services. 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 Corporate & Commercial Directorate.
- Assist in the provision of an effective administration support service throughout the organisation, in cooperation with the other Divisions, through effective coordination and communication.

2. DUTIES & RESPONSIBILITIES

2.1 Administrative Support

- Provide efficient and effective administrative/secretarial support to the Corporate & Commercial Services directorate.
- Assist with the preparation of advertising, newsletters, brochures, flyers or other presentation documents as required by the Director Corporate & Commercial.
- Collate agenda items for Council meetings for Managers within the Corporate & Commercial Services Directorate.
- Process and maintain a record of all registrations and bookings for conferences and other travel for the Corporate & Commercial Services Directorate.
- Compile agendas, attend meetings and prepare minutes for meetings as required for the Corporate & Commercial Services Directorate. This includes booking meeting room facilities, catering and video conferencing facilities, where applicable.
- Undertake research and project work as required by the Director Corporate & Commercial.
- Carry out other duties as requested by the Director Corporate & Commercial Services and/or CEO, which may reasonably be expected within the scope and classification of the position, and the skill base of the employee.
- Assist in maintaining the currency of the Policy Manual.
- Provide support to the Corporate & Commercial Services Directorate in agenda preparation and minute taking specifically for the Audit & Organisational Risk Committee Executive Services OHS; Housing Reference Advisory Group and other meetings so identified from time to time.

2.2 Council Agenda and Minutes

- Assist with Council related documents including Council reports and contentious issues reports.
- Support agenda settlement process for the Corporate & Commercial Services Directorate and collate information for Councillor Briefing Sessions, including PowerPoint presentations for the Director and Managers as required.
- Update corporate records of Council Resolutions relevant to the Directorate, manage the archiving of documents and recordings related to Directorate outcomes from Council meetings.

2.3 Cross-Functional Collaboration

- Understand and navigate 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.
- Coordinate joint Executive Team calendars, activities and processes, as requested by the Director.
- Provides relief coverage from time to time when requested by the Director Corporate & Commercial Services 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 under the general direction of the Director Corporate & Commercial Services.
- Coordinate others in providing administrative support, including allocating tasks and responsibilities.
- Demonstrated experience in raising purchase orders and managing invoices for payment.
- Works mainly unsupervised and must manage time to deliver results with competing demands and stakeholder expectations.
- Maintains confidentiality and an understanding of commercial in confidence practices.

3.2 Judgement and Problem Solving

- Ability to problem solve effectively whilst ensuring relevant policies and procedures are adhered to.
- Identifying policy and procedure deficits and providing advice and input in relation to the development of these.
- Demonstrated experience in diary management.
- Developed time management skills and demonstrated ability to effectively manage multiple tasks and meet deadlines.
- Capacity for initiative and innovation in approach to all aspects of the position.

3.3 Specialist Knowledge and Skills

- Advanced IT skills and knowledge of Microsoft Office products in particular Office 365, Teams, Outlook and SharePoint.
- Well-developed written and analytical skills focussing on procedure development, reports and other business writing.
- Demonstrated previous experience in providing administrative support to a multi functional team.
- A high level of accuracy together with an understanding of the need for strong attention to detail.
- Good written and verbal communication skills.
- Demonstrated experience in the preparation of agendas and minutes. An understanding of the legislative requirements under the Local Government Act 1995 and associated Regulations is preferable but not essential.

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 independently and use initiative
- 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.

3.5 Qualifications and Experience

- Demonstrated previous experience in providing Executive support to Senior Management and/or Executive in a large complex organisation.
- Demonstrated experience in the preparation, collation and review of executive level documents and presentations including business plans and the collation and interpretation of business data.
- Certificate in Business Studies is desirable.
- Current and valid WA driver's licence.
- National (or Federal) Police Certificate (no more than 6 months old).