



Position Description

Position Title	Executive Assistant
Directorate	Sustainable Economy and Communities
Level	Level 4/5
Reports to	Director Sustainable Economy and Communities (DSEC)
Responsible for	Assisting the Director Sustainable Economy and Communities
Primary Location	Margaret River Civic Administration Centre

Position Overview

- This position works to provide efficient, confidential, high level administrative and project assistance to the Director Sustainable Economy and Communities (SEC).
- Ensure the SEC directorate complies with the administrative policies and procedures of the organisation.

Position Responsibilities

- Provide high level administrative support services to the DSEC.
- Support the DSEC to organise, follow-up and co-ordinate work that requires actioning.
- Facilitate the finalisation and expedition of reports to Council and the Executive agendas and minutes (as required) in accordance with defined processes and deadlines.
- Initiate, research, implement and maintain procedures, policies and system improvements for the effective operation of the Directorate.
- Conduct strategic research as directed by the DSEC.
- Maintain and organise the Director's diary as requested
- Undertake correspondence recordkeeping for the DSEC where required.
- Draft correspondence, presentations and reports on strategic matters on behalf of the DSEC.
- Provide meeting administration support for internal and external meetings as required including Grant Committee, SLT and DSEC Directorate meetings.
- Assist with the preparation of timely responses to Councillor and external enquiries, incoming correspondence and requests for information for the supported Executive, via research and following up information from staff as requested.
- Assist with projects, goals, reports and the finalisation and implementation of special projects.
- Review and finalise internal and external documentation ready for Director sign off.
- Coordinate and finalise financial reconciliations.
- Monitor expenditure and budgets in alignment with purchasing policies and procedures.
- Raise purchase orders, process and authorise invoices in a timely and accurate manner.
- Prepare, authorise and process request for payments

- Support ICT and Customer Experience to maintain the currency of Directorate information on Website/intranet.
- Instigate and Maintain the useability and functionality of operating systems including the creation of new workflows and templates.
- Implement problem solving skills create and produce reports in a timely manner for the Directors, as requested.
- Manage and coordinate Meeting Room / calendar bookings for eligible external stakeholders.
- Arrange travel, accommodation and registration for various seminars / conferences as required.
- Assist with document review / editing as required.
- Ensure all matters dealt with are treated with utmost confidentiality.
- Promote an ongoing positive image of the Shire and provide a high level of customer service to both internal and external customers.
- Provide support as requested when Executive Assistants are on leave.
- Other duties as required.

Position Requirements

Essential

- Well-developed verbal and written communication skills demonstrating the ability to effectively communicate with a wide range of individuals and organisations.
- Possession of a Certificate IV in Business or equivalent qualification and or previous experience within an administrative support role involving strict maintenance of confidentiality.
- Experience in the preparation of agendas and minutes and highly developed minute taking and record keeping skills.
- Highly developed word processing skills with a demonstrable level of accuracy, speed and grammatical correctness.
- Demonstrated problem solving skills and wiliness to participate in projects.
- Sound working knowledge of contemporary administrative practices and procedures.
- Ability to maintain good working relationships, effectively resolve conflict and contribute within a team environment.
- Ability to provide excellent customer service and to deal with difficult customer situations.
- Ability to organise work to meet multiple deadlines with demonstrated ability to work autonomously and deliver on a number of priorities in the same timeframes.
- Demonstrated experience and confidence in managing functions and events.
- Positive 'can do' approach to work and when liaising with customers and stakeholders.
- An understanding of the purpose, structure, functions and the role of various service delivery areas within local government.

Desirable

- Possess a current Western Australia 'C' class drivers' licence.
- Relevant training, qualification or certificates relating to Administration or Corporate Governance.
- Knowledge of the *Local Government Act 1995* and Regulations relating to governance matters.
- Previous experience working with government, either Local, State or Federal.

Key Relationships

Internal	External

<ul style="list-style-type: none"> • Chief Executive Officer / Directors / Managers • Shire of Augusta Margaret River EAs • Shire of Augusta Margaret River Councillors • Shire of Augusta Margaret River employees 	<ul style="list-style-type: none"> • Other local government authorities • Local Government agencies • Community groups and organisations • Ratepayers and the general public
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Our Values - The Way We Do Things

- Respect** We acknowledge our culture, environment and community, whilst ensuring our behaviour has a positive impact.
- Integrity** We have the courage to do the right thing and be transparent in our decision making.
- Community** We focus on supporting positive collaborative relationships that connect our communities to deliver great outcomes for the wider community.
- Excellence** We are committed to providing a high level of service to our customers and are open to opportunities and change.

Acknowledgement		
Director Sustainable Economy and Communities	Signature	Date
Name	Signature	Date