

# Upper Lachlan Shire Council



<b>Position</b>	Executive Assistant
<b>Reports to</b>	DIRECTOR OF INFRASTRUCTURE
<b>Group</b>	Infrastructure
<b>Band/Level</b>	B3/L1
<b>Grade</b>	11
<b>Date revised</b>	2020

## Primary Purpose

To provide professional, confidential, timely and executive level administrative services for the Director Infrastructure and senior management to support the efficient and effective achievement of organisational goals.

## Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

## Accountabilities

- Manage Director's diary appointments, records and correspondence, travel arrangements and schedule, and meetings to facilitate effective management of Director's time.
- Provide support to Council meetings, Committee meetings, Council workshops, community and other meetings by recording, preparing and distributing agendas and minutes.
- Coordinate, prioritise and monitor all correspondence for the Director and identify matters requiring immediate attention.
- Provide high-level communication and written information in the form of agendas, reports, business papers, briefs, emails and correspondence, to ensure accuracy and professional presentation.
- Assist the Director with the development of strategies and projects by conducting research, data gathering and sourcing appropriate resources.
- Develop, implement and maintain effective and confidential office management practices and support systems.
- Ensure relevant records are accurately created, maintained and saved in accordance with Council's policies and procedures to ensure all information correctly stored and accessible for timely decision-making and use.
- Relieve in Executive Assistant to the General Manager and Mayor position as required.
- Act as Deputy Local Emergency Management Officer.
- Coordinate Council's Emergency response teams.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

**Key relationships**

Internal	External
Manex team	Local Government Bodies and Professional Associations
Infrastructure department	Business and Community Leaders
Other staff	Government Agencies and Authorities

**Essential Criteria**

1. Certificate IV in business administration or a related discipline with contemporary experience in a similar role; or substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and demonstrated experience in providing timely and confidential administrative support to a senior level managerial role.
3. Highly-developed interpersonal and communication skills including research and information analysis, influencing and conflict resolution skills.
4. Demonstrated ability to prioritise work, meet deadlines and manage competing work demands with high attention to detail.
5. Previous experience or knowledge of emergency management processes
6. Proven ability to work productively as a member of a team and contribute to team goals.
7. Extensive knowledge of and experience using Microsoft Word, Excel and Outlook.
8. Current Class C Drivers Licence.

**Desirable Criteria**

1. Demonstrated experience in InfoCouncil and TRIM.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date

# SALARY PROGRESSION CRITERIA

## Executive Assistant Infrastructure



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

### MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

#### STEP 1 SKILLS

Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.

When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.

1	Provide outstanding executive secretarial, administrative assistance and management of electronic calendars to the Director of Infrastructure, and Senior Management.
2	Effectively take and transcribe minutes of Council /Committee/other meetings.
3	Prepare correspondence arising from Council decisions.
4	Ability to ensure you and staff complete tasks accurately, meet deadlines and within Budget.
5	Demonstrated ability to assist and train staff in tasks requiring administrative skills /processes.
6	Ensure confidentiality of sensitive correspondence/reports generated by the Director of Infrastructure and when required to the General Manager and the Mayor.
7	Ensure the Director of Infrastructure is provided with necessary briefing notes and all relevant information prior to internal and external meetings.
8	To interpret problems, determine method of resolution on a variety of issues, use initiative (assistance / guidance available).

#### STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Accept responsibility for and manage own tasks.
2	Work positively with others in the organisation.

3	Adopt and utilise safe working practices.
4	Demonstrated support for section 355 Committees.
5	Demonstrated knowledge and application of the Privacy Legislation.
6	A sound understanding of other Divisions operations.
7	To provide accurate reports / correspondence (within standard format/ guidelines).
8	To liaise with the public in a courteous manner to achieve satisfactory solutions to problems and promote Council's image.
9	To have strong communication, negotiating and interpersonal skills (for use internally and external of the organisation).

### STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Application of State Records, Local Government, Privacy and GIPA requirements.
2	Demonstrated public relations involvement with other organisations
3	Implementation of innovative and improved processes for the benefit of the Organisation.
4	Solutions to problems are resolved with limited assistance and without negative impact on the organisation.
5	To coordinate work schedules and to ensure office equipment is operational and supplies are maintained at a satisfactory level,
6	Establish and maintain effective systems for following up recurrent matters,
7	To use judgement in deciding whether certain information can be given out under Privacy Legislation.
8	To assess and initiate improvements in processes to increase efficiency in the Job and/or section.
9	Supervise Council Meeting and Council Committee meetings, business papers and minutes utilising Info Council and Dashboard.

### STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Consistently meets the requirements of the position description;
2	Maintains effective work practices;
3	All registers being appropriately developed and maintained;

4	Contributes effectively and efficiently to the team environment;
5	Shows leadership when applying Council policies, practices and procedures in the work place;
6	All "late items" for any meetings are distributed to all attendees.
7	Consistently shows quantity and quality of work practices and meets requirements.
8	Ability to complete tasks within designated deadlines.
9	To be conversant with all office/administrative procedures and policies.
10	To have developed excellent analytical and problem solving skills.

### STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

**Note:** Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps