

## Position Description

<b>POSITION TITLE:</b>	Executive Assistant to Director Community Services
<b>POSITION NO:</b>	4096
<b>DIRECTORATE:</b>	Community Services
<b>DEPARTMENT:</b>	N/A
<b>SECTION:</b>	N/A
<b>CLASSIFICATION:</b>	Band 6
<b>LOCATION:</b>	Council Municipal Offices
<b>DATE:</b>	January 2025

### ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Director Community Services
<b>Supervises:</b>	Nil.
<b>Internal Liaisons:</b>	Community Services staff; Staff and Management at all levels and from all Directorates, Mayor and Councilors”, all Council employees.
<b>External Liaisons:</b>	Government Departments, Regional Organisations and Agencies, residents and members of the public.

### ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council’s values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

### PRIMARY OBJECTIVES OF POSITION:

**The position reports directly to the Director Community Services and will be responsible for leading a range of executive support, quality assurance, systems development, Directorate reporting, research, project management and process improvement across the Directorate.**

As a leader and member of the Directorate Management Team (DMT), this position works closely with the management team and as such will be required from time to time to assist in the provision of proactive operational support to the Community Services management team.

### DUTIES AND RESPONSIBILITIES

- Provide high-level confidential and professional executive assistant services to the Director Community Services.
- Preparation of high quality reports and presentation material.

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- Support the development of quality systems, performance and business reporting, identify, and implement process improvements across Council and the Directorate.
- Coordinate and manage projects as delegated by the Director Community Services
- Provision of high-level support for the Director and DMT including administrative, logistical and support, as well as oversight and maintaining accountability for day to day operations in partnership with the Directorate Managers
- Develop and maintain strategic relationships with internal and external stakeholders that will support the planned objectives of the Directorate.
- Development and implement policies and procedures for the Directorate.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

### Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

### JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

### SPECIALIST SKILLS AND KNOWLEDGE

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.

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- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

### MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

### INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

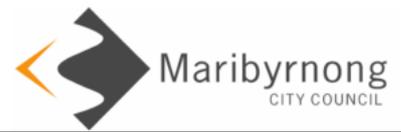
### QUALIFICATIONS AND EXPERIENCE

- Diploma or Degree in Business Administration or similar, or through lesser formal qualifications with relevant work skills and experience.
- Experience working in an executive assistant role that reports to senior management at CEO, or executive level, preferably with Local Government.
- A strong understanding of the role of Council and Councillors' within the community.
- Current valid Victorian drivers licence.
- No relevant criminal record found in a Police Check.

### KEY SELECTION CRITERIA

- Degree or Diploma in Business Administration or similar, or through lesser formal qualifications with relevant work skills and experience.
- Experience working in an executive assistant role that reports to senior management at CEO, or executive level, preferably with Local Government.
- Excellent interpersonal skills, including the ability to gain the cooperation of and develop networks with internal and external stakeholders.
- Demonstrated written and verbal communication skills as well as presentation skills to prepare clear and concise reports, correspondence and submissions.
- Strong time management skills and the ability to prioritise workload and manage a broad number of tasks concurrently.
- Ability to work in a complex diverse environment with minimal supervision and the ability to make decisions use judgement and problem solve.

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**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/ Coordinator:.....

Date: .....