

Executive Assistant to CEO & Councillors

Position Number	1280
Directorate	Chief Executive Officer
Location	Civic Centre, Roberts Avenue, Horsham
Position Classification	Band 6
Position Appointment	Permanent Full-time
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Chief Executive Officer

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

1. Position Objectives

Reporting to the Chief Executive Officer, this role is responsible for providing high level, confidential and professional executive and administrative support services to the Chief Executive Officer, Mayor and Councillors.

The Executive Assistant to the Chief Executive Officer is primarily responsible for the co-ordination of the day-to-day activities of the office of the Chief Executive Officer and Mayor and will:

- Ensure all tasks are performed with discretion, judgement and confidentiality;
- Ensure business and legislative requirements are adhered to at all times; and
- Ensure accurate, efficient and professional administrative support is provided to the Chief Executive Officer and Mayor and Councillors.

2. Key Responsibility Areas

- Management and organisation of all functions of the office of the Chief Executive Officer and Mayor including the efficient flow of administrative and governance processes.
- Active management of the Chief Executive Officer, Mayor and Councillors diary including arranging meetings and appointments.
- Provide high level executive and administrative support to the Chief Executive Officer, Mayor and Councillors including:
 - Preparation, collation and distribution of business papers, agendas and documents as required;
 - Council Meeting minute taker
 - Co-ordination of Mayoral appointments, correspondence and respond to invitations; and
 - Provision of a high standard of assistance and administrative services to the Councillors as required including ensuring that the Mayor is properly briefed and has all required information.
- Facilitate the efficient flow of information and documentation received on behalf of the Chief Executive Officer and Council including:
 - Reviewing incoming correspondence and material (hardcopy and electronic), highlighting urgent matters, responding to, redirecting, fast tracking items and researching background information as required;
 - Maintaining filing, mailing and records systems to ensure adherence to corporate records management policy and statutory requirements; and
 - Provision of a high level of customer service and communication to the community.
- Co-ordinate registrations, itineraries, accommodation, meetings and travel arrangements as required.
- Liaise and communicate with key community stakeholders and members of the public on behalf of the Chief Executive Officer and the Mayor and Councillors ensuring excellent public relations and high standards of customer service at all times.

- Ensure appropriate follow-up of issues referred to staff.
- Assist with enhancements and updates to the Councillors section of the Council website and intranet to ensure all documentations is relevant and up to date.
- Manage and co-ordinate special events and ceremonies held at the Council including, but not limited to, functions for the Mayor and Councillors, citizenship ceremonies, civic receptions, VIP visits, official openings and other similar community events as directed by the Chief Executive Officer.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Occupational Health and Safety (OH&S) Responsibilities

- Wear the correct personal protective equipment.
- Comply with safe work method statements and procedures.
- Report incidents and hazards.
- Don't interfere with or misuse anything at the workplace to support health, safety, and welfare.
- Participate in safety training apply learnings and requirements of the training.
- Take reasonable care for your health and safety and health and safety of others.

4. Accountability and extent of Authority, Judgement and Decision Making

- The position involves the provision of advice and executive support to the Chief Executive Officer, Mayor and Councillors. This will involve monitoring of office processes with the view to providing greater efficiency and accuracy while maintaining high quality standards at all times.
- The freedom to act in this position is subject to delegated responsibility from the Chief Executive Officer and is subject to professional and regulatory review.
- Ensure the confidentiality and security of all information and Council related documents within the control of the position.

5. Skills and Knowledge

- Highly competent in the use of the Microsoft Office products and electronic data management and record systems.
- Ability to draft and prepare internal and outgoing correspondence.

- A comprehensive understanding of the organisational function, to enable efficient and effective referral of information to various employees and departments within the organisation.
- An understanding of, and ability to apply, standardised procedures and regulations in relation to the Local Government Act and Horsham Rural City Council Local Laws, policies and permits.
- Problem solving ability. This involves the application of established techniques to new situations and includes the need to recognise when established techniques are not appropriate. Typically, the position of Executive Assistant will require the identification and analysis of a range of options prior to making recommendations to the Chief Executive Officer.
- Demonstrated capacity to adapt to changing circumstances and be flexible in the approach to meeting challenges.
- Demonstrated ability to use discretion and to maintain confidentiality on sensitive issues.

6. Management and Administrative skills

- Ability to work under pressure and manage multiple priorities.
- Demonstrated ability to work effectively with minimal supervision.
- High level organisational and office management skills, along with the ability to engage with and support others in achieving Council and organisational goals and objectives.
- Well-developed workload, project and organisation planning skills.
- Demonstrated ability to plan, organize and co-ordinate the various schedules of the Chief Executive Officer and Mayor, including effectively liaising with other divisions and departments.

7. Interpersonal skills

- Highly developed interpersonal and verbal communication skills with the ability to establish rapport and communicate effectively with a diverse range of people including Councillors, members of parliament, business representatives, all levels of Council staff and members of the public.
- A sensible, thoughtful and courteous approach to people and situations is a key criteria in this important position in the organisation.
- Demonstrated ability to develop a close working relationship with the Chief Executive Officer, Mayor, Councillors and Directors.
- Ability to encourage a co-operative, interdependent, team-based environment.

8. Qualifications and Experience (Selection Criteria)

- Tertiary qualification in Business Administration desirable and/or demonstrated experience in an Executive Support role.
- Administrative and word processing experience is essential, including well developed computer skills.
- Current Victorian Drivers Licence.

9. Organisational Relationships

Reports to:	Chief Executive Officer
Supervises:	Cleaners and caterers, in relation to the preparation of civic and other functions
Internal Liaisons:	Chief Executive Officer Mayor and Councillors Executive Management Team Governance Unit All Council Staff
External Liaisons:	Members of Parliament and Staff Heads of Government Departments Councillors/Chief Executive Officers of other municipalities Media Representatives General Public

10. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

11. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

12. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Chief Executive Officer)

Date:

Employee name:

Signature:

Date: