

Upper Lachlan Shire Council



Position	Executive Assistant
Reports to	Director Finance and Administration
Group	Finance and Administration
Band/Level	B3/L1
Grade	10
Date revised	2025

Primary Purpose

Provide the Director and senior management with professional, confidential and timely executive level administrative services that 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 the Director's diary, records and correspondence, facilitating the effective use of the Director's time.
- Assist with diary calendar appointments, correspondence, travel arrangements and schedule, and meetings to facilitate effective management of the Finance and Administration unit.
- Provide meeting support, including but not limited to preparation and distribution of reports, agendas and minutes and the taking of meeting minutes.
- Provide support to Director for Council meetings, Committee meetings, Council workshops, community and other meetings by recording, preparing and distributing agendas and minutes accordingly.
- Coordinate, prepare response and process incoming email, phone and written correspondence or customer requests and identify matters requiring an immediate reply.
- Prepare communication and written information in the form of agendas, reports, business papers, briefs, emails and correspondence, to ensure accuracy and professional presentation.
- Undertake file records research, data gathering and sourcing appropriate resources to support management decision-making.
- Ensure relevant corporate records are accurately created, maintained and saved in accordance with Council's policies and procedures and records management processes.
- Support the Directorate's management and administration staff in task delivery as directed.
- Collate the Directors corporate credit card reconciliation documentation.
- 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

Director, which are within his/her skills, competence and training.

Key relationships

Internal	External
Manex team	Local Government Bodies and Professional Associations
Finance and Administration 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 secretariat and 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. Proven ability to work productively as a member of a team and contribute to team goals.
6. Extensive knowledge of and experience using Microsoft Word, Excel and Outlook.
7. Current Class C Drivers Licence.

Desirable Criteria

1. Demonstrated experience in local government or public sector environment.
2. Demonstrated experience in InfoCouncil and HP Content Manager EDM or similar.

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.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA



Executive Assistant Director Finance and Administration

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	Work within approved administrative protocols and processes when undertaking job accountabilities and duties.
2	Appropriately address customer enquiries.
3	Prepare written information (agendas, reports, briefs and correspondence).
4	Demonstrate quality executive secretarial, administrative assistance and management of electronic calendar for the Director of Finance & Administration.
5	Use verbal communication to convey accurate, factual information in the workplace.
6	Effectively take and transcribe minutes of Council /Committee/ other meetings.
7	Demonstrate professional conduct and be accountable for own actions and decisions.
8	Ensure the Director of Finance & Administration is provided with necessary briefing notes and all relevant information prior to internal and external meetings.

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	Manage records and information according to policy, procedures and protocols in the use of HPE Content Manager, Civica Authority, InfoCouncil and CRM.
2	Coordinate the preparation and submission of reports and other documentation for inclusion in the Council Business Paper, for the Finance and Administration Directorate.
3	Demonstrate an up-to-date knowledge of the services and functions provided by the Directorate.
4	Design and produce complex documents and public presentations according to purpose, audience and information requirements.
5	Oversee/prepare correspondence arising from Council decisions and Finance Directorate Staff meetings.
6	Understand and correctly apply the Privacy & Personal Information and Government Information (Public Access) Acts and the relevant sections of the Local Government Act.
7	Maintain accurate and complete records for compliance, planning and decision-making.
8	Demonstrate ability to complete tasks accurately, meet deadlines and within budget.

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	Support the CEO's executive assistant with the preparation, coordination and delivery of Council's ordinary meetings.
2	Support the CEO's executive assistant with taking meeting minutes and producing an accurate record of the meeting(s) for Council's ordinary meetings.
3	Identify complex issues or problems and present factual information and potential solutions to the Director or departmental managers.
4	Review administrative procedures and processes for efficiency and effectiveness and make improvements as necessary, to meet changing demands.
5	Identify issue(s) for resolution, researching potential solutions, consulting with stakeholders and presenting recommend option(s) for adoption and implementation.
6	Resolve differences or problems with co-workers within or external to the Directorate, using appropriate strategies.

7	Ensure a safe working environment by complying with Council's WHS policies and procedures.
8	Assist in maintenance of strategic public registers including Legal Documents Register, Pecuniary Interests Register and Policy Register.

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	Assist other Executive Assistants as delegated by the Director of Finance & Administration.
2	Efficient and effective use of Council resources, continuous improvement of systems and processes and contribute to a positive work environment.
3	To liaise with the public in a courteous manner to achieve satisfactory solutions to problems and promote Council's image.
4	Review the efficiency, effectiveness and relevance of administrative procedures or processes and prepare a report detailing the findings and improvements, including indicative costs.
5	Provide on-the-job training and support for others within the Directorate in relation to the correct use of corporate systems, processes and procedures.
6	Lead the preparation of Council meetings and Council Committee meetings, including meeting notification, agenda collation, taking meeting minutes and producing an accurate record of the meetings.
7	Take meeting minutes and produce an accurate record of the meeting(s) for Council's ordinary meetings.
8	Consistently meets the requirements of the position description.
9	Establish and maintain effective systems for following up recurrent matters.

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, competencies 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 skill steps developed by Council
- WHS standards
- Former Position Description skill steps