

Position Description



POSITION TITLE:	Executive Assistant CEO Office
POSITION NO:	0005
DIRECTORATE:	Chief Executive Office
DEPARTMENT:	Chief Executive Office
CLASSIFICATION:	Band 6
LOCATION:	Civic Precinct and Community Hub
DATE:	May 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Chief Executive Office
Supervises:	Nil
Internal Liaisons:	Councillors, CEO. Executive Leadership Team, Directors, Managers, Coordinators, Executive Assistants, CEO Office staff, and all Council employees.
External Liaisons:	Residents and ratepayers, local businesses, community and not-for-profit organisations, senior representatives from State and Federal Government departments and agencies, peak bodies, Offices of Local MPs and other local governments (including Mayors and senior executives).

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.

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

PRIMARY OBJECTIVES OF POSITION:

This position provides high-level, professional and confidential executive assistant support to the Chief Executive Officer (CEO) and the Coordinator, CEO Office.

Operating with a high degree of autonomy, the role proactively manages complex workflows, anticipates emerging issues, and coordinates executive and administrative functions in a fast-paced and sensitive environment.

The position plays a key role in preparing collateral for the CEO Office, including internal communications, correspondence, customer requests, and the follow-up of critical issues for the CEO Office and Councillors - supporting informed decision-making, strong governance practices, and the efficient operation of the CEO's Office.

The role works collaboratively across the organisation, engaging with senior leaders and key stakeholders to ensure timely, accurate and responsive outcomes aligned with organisational priorities and statutory obligations.

DUTIES AND RESPONSIBILITIES

- Deliver high-level, confidential executive support to the CEO and Coordinator CEO Office, exercising sound judgement, discretion and initiative.
- Manage and prioritise a high volume of complex and competing requests, ensuring timely responses and appropriate escalation.
- Proactively manage the CEO's diary, meetings and travel, anticipating requirements and resolving scheduling conflicts.
- Ensure follow up of actions from the Audit and Risk Committee, Council resolutions and ELT meetings are all completed in a timely manner and reported to the Coordinator CEO Office.
- Work closely with the CEO Office team to ensure workflow management, tracking priorities and ensuring follow-up actions are completed.
- Prepare, review and quality assure high-level internal communication, correspondence, reports, briefings, presentations and meeting documentation.
- Work collaboratively with the Coordinator CEO office to ensure Executive Leadership Team meetings, CEO Office events and forums, are all comprehensively planned and delivered.
- Act as a liaison point between the CEO, Councillors, Executive Leadership Team and internal stakeholders, ensuring effective communication and coordination.
- Coordinate and deliver end-to-end event management for CEO Office events, forums and corporate meetings, including all-staff meetings, ensuring they are well planned, professionally delivered and appropriately supported.
- Engage professionally with external stakeholders, including government agencies and community representatives and Council stakeholders.
- Coordinate and deliver CRM processes for CEO and Councillor requests, ensuring accuracy, transparency and compliance with governance requirements.
- Identify and escalate emerging issues, risks and priorities to support effective decision-making.
- Maintain and develop accurate records and information systems in line with Council policies and legislative requirements.
- Contribute to continuous improvement of systems, processes and practices within the Chief Executive Office.
- Foster strong working relationships and contribute to a collaborative, responsive and high-performing team culture.

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.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

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 Coordinator CEO Office for any decisions on matters that could impact Council's reputation, 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 (within delegated authority)
- 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

- Advanced administrative and executive support skills within a complex organisational environment.
- Well-developed technology proficiency, with advanced skills in relevant software such as Office 365, project management software and data management systems (including Authority and TRIM), together with the ability to learn and adapt to new systems as they are implemented.
- Strong understanding of governance, compliance and organisational processes, preferably within local government.
- Proficiency in corporate systems, including Microsoft Office and records management systems.
- Sound understanding of relevant legislation, regulations and policies.
- Ability to analyse information and support effective decision-making.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and accountability requirements, to achieve agreed 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.
- Collaboration across the team and other departments to align with Council's objectives.
- Demonstrated ability to plan, prioritise, and coordinate work activities to enable the effective delivery of projects and team objectives within agreed timeframes.

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

Mandatory:

- Demonstrated experience providing high-level executive or administrative support in a complex, fast-paced environment.
- Proven ability to manage sensitive and confidential information with discretion and professionalism.
- Experience coordinating executive functions, including diary management, customer requests, meetings, briefings, event management and correspondence.
- Demonstrated ability to manage competing priorities and meet deadlines under pressure.
- Proficiency in corporate systems, including Microsoft Office and records management systems.

Desirable:

- Experience working within a local government or public sector environment.
- Experience supporting governance processes, including executive, Council or committee meetings.
- Relevant qualification or training in business administration, office management or a related discipline.

KEY SELECTION CRITERIA

- Demonstrated ability to operate with a high degree of autonomy, exercising sound judgement and discretion in an executive environment.
- Proven capacity to manage competing priorities and deliver high-quality outcomes in a fast-paced, high-pressure setting.
- Highly developed communication and stakeholder management skills, including experience working with senior leaders and Councillors.
- Experience supporting governance and administrative processes, with strong attention to detail and a focus on continuous improvement.
- Demonstrated ability to build effective working relationships and contribute to a collaborative, high-performing team.

Position Description



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: