

Position Description

POSITION TITLE:	Executive Assistant Project Officer
POSITION NO:	4096
DIRECTORATE:	Community Life
DEPARTMENT:	N/A
SECTION:	N/A
CLASSIFICATION:	Band 6
LOCATION:	Council Municipal Offices
DATE:	October 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director Community Life
Supervises:	NIL
Internal Liaisons:	Community Life staff; Staff at all levels and from all Directorates, Mayor and Councillors.
External Liaisons:	Residents and ratepayers, local businesses, community and not-for-profit organisations, representatives from other Local, State and Federal Government departments and agencies.

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 Director Community Life.

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

The position plays a key role in preparing collateral, including project briefs, reports and correspondence, responding to customer requests, and following up critical issues for the Community Life Directorate.

DUTIES AND RESPONSIBILITIES

- Deliver high-level, confidential executive support to the Director Community Life, exercising sound judgement, discretion and initiative.
- Manage and prioritise complex and competing requests, ensuring timely responses and appropriate escalation.
- Proactively manage the Director'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 and DMT meetings are all completed in a timely manner.
- Prepare, review and quality assure high-level correspondence, reports, briefings, presentations and meeting documentation.
- Work collaboratively with the Director Community Life to ensure meetings, events and forums are comprehensively planned and delivered.
- Engage professionally with external stakeholders, including government agencies, not-for-profit and community representatives and Council stakeholders.
- Coordinate and deliver CRM processes, 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.
- Foster strong working relationships and contribute to a collaborative, responsive and high-performing team culture.
- Support the development of quality systems, performance and business reporting, policies and procedures.
- Identify and implement process improvements across the Directorate and Council.

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 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

- 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

- High level of organising skills, with the ability to manage time, set priorities, plan and organise own work, 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.
- 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 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 correspondences.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Relevant Tertiary Qualification such as Business Administration with demonstrated technical experience, or less formal qualifications with substantial relevant experience.
- 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:

- Demonstrated project management/continuous improvement qualifications and/or experience.

KEY SELECTION CRITERIA

- Relevant Tertiary Qualification such as Business Administration with demonstrated technical experience, or less formal qualifications with substantial relevant experience.
- Demonstrated ability to operate with a high degree of autonomy, manage competing priorities, exercising sound judgement and discretion in an executive environment.
- Demonstrated proficiency in corporate IT systems, including Microsoft Office 365 and records management systems.
- Demonstrated experience and /or understanding of project management and delivery of continuous improvement initiatives.
- Highly developed communication and stakeholder management skills, including experience working with senior leaders.
- Demonstrated ability to build effective working relationships and contribute to a collaborative, high-performing team.

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

Position Description

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: