

Job Description

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Position Title:	Executive Assistant
Position No:	EXE008
Division:	Office of the Chief Executive Officer
Section:	Office of the Chief Executive Officer
Job Grade:	12
Reports to:	Executive Officer

JOB SPECIFICATION

Position Overview

1. To efficiently and effectively provide high level professional and confidential executive support to the Mayor and Councillors, and Office of the Chief Executive Officer as required.
2. Effectively manage enquiries and requests from Councillors, stakeholders and customers efficiently and accurately, tactfully, and confidentially.
3. Prepare reports, speaking notes, presentations, and original correspondence
4. Demonstrate a comprehensive understanding of the organisation's priorities and strategic position.
5. Maintain and support a strong brand of efficiency, innovation, and collaboration
6. To adhere to requirements contained in relevant legislation, standards, codes of practice when undertaking tasks/activities and to advise their Supervisor/Coordinator if they become aware of any changes to these.

Key Duties & Responsibilities

- Provide direct and comprehensive executive support to the Mayor, Councillors and to assist with the efficient and effective operation of the Office of the Mayor.
- Competently assist the Mayor with administrative support including the management of email correspondence and diary management.
- Carry out comprehensive diary management to ensure the most productive and strategic use of time, and alignment with organisational priorities.
- Coordinate the preparation of briefing notes and background information, speeches, presentations.
- Coordinate invitations, registrations, travel arrangements and conference bookings for Mayor and Councillors.
- Manage Mayor and Councillor attendance at events, conferences and speaking engagements including the coordination of briefing information, speaking notes and any other arrangements as required.
- Identify and implement processes to support the Mayor and Councillors with a focus on continuous improvement.
- Collaborate with others within the Office of the Chief Executive Officer to ensure the smooth operation and delivery of the functions and outcomes of the office.

DATA AND DOCUMENT CONTROL

- Demonstrated comprehensive understanding of Council Meetings and Briefing sessions to effectively manage relevant actions arising.
- Work with the Executive Support team to ensure collaboration of the office including effective communication links between the Mayor, Councillors, the Chief Executive Officer office and the Executive Group.
- Demonstrate an understanding of policies and legislation relevant to the Mayor and Councillors including the Payment of Expenses and the Provision of Facilities for the Mayor and Councillors and the Code of Meeting practice, and provide advice or referral as required.
- Provide a high level of customer service on behalf of the Mayor and Councillors to ensure matters are dealt with creating a positive reflection of the Council.
- Liaise with Council's management and staff, external organisations, and members of the community on behalf of the Mayor and Councillors and ensure that stakeholders who contact the office are dealt with in a professional, efficient, and courteous manner.
- Work collaboratively with the Personal Assistant group to ensure collaboration of the business units including effective communication links between the Mayor, Councillors and Executive team..
- Operate in a confidential environment and maintain discretion at all times.
- Use judgement to resolve or escalate matters and maintain confidentiality at all times.
- Excellent organisational skills with the ability to multitask and prioritise as required.
- Have a strong understanding of internal corporate documents and be able to refer to these to provide advice or referral.
- Prepare agendas for meetings and oversee the timely completion or escalation of action items.
- Coordinate, prioritise and prepare correspondence for the Mayor and Councillors, identifying matters which require immediate resolution, attention, or escalation.
- Establish and maintain an effective monitoring procedure and tracking process for correspondence and requests received to ensure timely and accurate responses or referral.
- Assist in preparing original briefing notes, presentations, speaking notes, annotated agendas and correspondence, often based on limited information and requiring independent research.
- Review and edit correspondence from other business units to ensure alignment with the organisation's strategic position and brand, considering tone, appropriate content, and political suitability.
- Maintain comprehensive records in keeping with Council policies and standards.
- Understanding of the role and functions of local, state, and federal government, and working within a politically sensitive environment.
- Develop and maintain contacts and other relevant databases.
- Ability to maintain focus and energy in periods of high intensity and pressure.
- Undertake any special projects as required.

Performance Standards

- To “live” the organisational values of respect, integrity, teamwork, trust and optimism, thereby positively contributing to the direction and culture of Council.
- Completion of performance reviews and training plans in accordance with Organisational Standards.
- All staff have a duty to ensure that they comply with the requirements of all relevant standards, codes of practice and legislation including the *Local Government Act 1993* and the *State Records Act 1998*.
- All staff are required to perform their duties in accordance with Council’s Policies, Authorised Statements, Procedures, Job Description, Risk Identifications, Work Method Statements (WMS), Safe Operating Procedures (SOP) and site specific documents.
- The responsibility of staff is to ensure that they take reasonable care of their own health and safety.
- To work in line with Council’s strategies and plans including the Community Strategic Plan, Delivery Program and Operational Plan.



PERSON SPECIFICATION

Essential Criteria

- Relevant tertiary qualifications and/or proven experience in the provision of executive administrative support to a senior level in a demanding and complex environment.
- High level organisational and time management skills with attention to detail, an ability to multi task, prioritise and balance busy schedules.
- A high degree of political astuteness with the demonstrated ability to exercise professional discretion, sound judgement and maintain confidentiality and the understanding of the roles and operations of Government.
- Advanced proficiency in a range of relevant administrative and corporate systems and tools, and a strong grasp of new technologies and tools that support efficiency and collaboration.
- Technologically proficient, with the ability to troubleshoot and support the Mayor and Councillors, and the broader Office of the General Manager in the use of a range of technology platforms and tools, including basic IT troubleshooting and assist in the implementation and use of online tools such as video conferencing platforms.
- Demonstrated experience in researching and preparing original briefing information, presentations, speaking notes, annotated agendas, minutes, reports and correspondence.
- Ability to develop highly effective processes to aid efficiency and continuous improvement and get buy-in from colleagues and peers.
- Strong interpersonal and communication skills, including the ability to influence, build relationships, mediate and negotiate with a range of stakeholders.
- Flexible attitude to responsibilities and working hours.
- C Class Drivers Licence.

Desirable Criteria

- Experience in providing high level support to elected officials.
- Experience working within a government agency
- Experience supporting multiple executives or a board.
- Experience in media, community and government relations.

Behavioural Competencies & Personal Attributes

- Agile
- Communication (visual, written and oral)
- High attention to detail
- Emotional intelligence
- Collaboration/Relationship building
- Innovative
- Accountability
- Political astuteness
- Resilient
- Proactive
- Problem Solver
- Motivated
- Approachable
- Dynamic
- Outcome focussed

Further Responsibilities

Equal Employment Opportunity Principles	A knowledge and application of Council's Equal Employment Opportunity principles is required. Promotion of Council's EEO and Harassment Prevention principles is required.
Delegations	As per delegations and policy register in PULSE .
Work Health and Safety	Category 6
Pre-employment Health Assessment Category	Low Risk
Review Process	Job and Person Specifications are reviewed annually in conjunction with Council's Performance Development System.
Authorisation	Chief Executive Officer

Acknowledgement of Country

Campbelltown City Council resides within Dharawal country. We honour and respect our Aboriginal and Torres Strait Islander Traditional Custodians, Elders and communities and the spirit that binds us in our dreams and aspirations on Dharawal country.