

Scenic Rim Regional Council



POSITION DESCRIPTION

Position Title:	Executive Assistant	Portfolio:	People and Strategy
Position Number:	206016	Business Unit:	Office of the General Manager
Position Reports To:	General Manager People and Strategy	Team:	
Classification Level:	4	Status:	Full Time
Agreement:	Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014		
Award:	Queensland Local Government Industry (Stream A) Award – State 2017		
Position Objective:	This position provides a high level of efficient, effective and professional administration and support services to the General Manager and other senior officers within the portfolio, as directed by the General Manager.		

Our Values

<p>Communication We actively promote clear, concise and open discussion between staff, Council and communities</p>	<p>Respect We act respectfully to each other, accepting each person's individuality and their role.</p>
<p>Teamwork We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.</p>	<p>Honesty We act with integrity and when we ask an honest question, we get an honest answer.</p>
<p>Accountability We accept ownership of our role and responsibility for our actions.</p>	<p>Trust We build strong relationships that we believe in and rely on.</p>
<p>Staff worth Our actions demonstrate that our people matter.</p>	<p>Quality We have pride in whatever we do, and strive to do it well</p>

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Key Responsibilities

Fulfil the accountabilities of this role in accordance with Council values and as varied from time to time to achieve Council objectives. Key responsibilities include the following:

- Manage and coordinate the daily functions of the office of the General Manager in order to deliver client-focused services in a demanding and fast-paced environment.
- Organise, coordinate and manage administrative functions in a professional manner, including, but not limited to, diary/email management and information management.
- Manage and coordinate correspondence for the General Manager to ensure appropriate action and completion of responses within required timeframes.
- Research, prepare and coordinate the development of high-level responses to enquiries, correspondence, briefings, reports and other documentation as required.
- Design and implement business improvement projects relevant to the General Manager's portfolio, with a view to facilitating efficiency and effectiveness.
- Perform meeting secretariat functions including preparation of meeting packs with agenda and reports, minute taking, organising and scheduling meetings, sourcing and organising venues, equipment, and catering as required.
- Develop and maintain positive, collaborative working relationships across all portfolios, as well as with internal and external stakeholders of other government agencies and private organisations.
- Comply with Council policies, procedures and instructions to deliver quality and safe services.
- Maintain accountability and appropriate use of information systems and maintain vigilance to comply with record keeping requirements.
- In accordance with the Work Health and Safety Act 2011, take reasonable care for your own health, safety and wellbeing and take reasonable care to protect the health, safety and wellbeing of others.

Skills, Knowledge and Experience

Formal Qualifications/Technical skills

- A Certificate III in Business Administration or a related qualification is well regarded.
- Efficient data entry skills coupled with digital literacy including working knowledge of the Microsoft Office Suite and ability to quickly learn and use different software programs including Councils electronic data management system (ECM) and Technology One.

Knowledge

- Thorough knowledge of business administration practices, corporate standards and established work processes relating to this role.
- Awareness and understanding of Council policies, procedures, structure and services or the ability to rapidly acquire such knowledge.
- Understanding of effective stakeholder engagement practices, secretariat functions in a corporate environment, and the critical nature and confidentiality of tasks and documents within an executive environment.
- Understanding of compliance within a Local Government environment or large organisation will be highly regarded.

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Experience

- A minimum of two years' experience in an administrative/executive support role.
- Demonstrated experience in effectively managing the office of a senior executive, including diary and email management, liaising with internal and external stakeholders, screening telephone calls and prioritising workloads.
- Demonstrated ability to perform secretariat functions for executive and/or senior level meetings.
- Demonstrated ability to work with a high degree of autonomy, make informed decisions and achieve results including the ability to identify, analyse and resolve issues to meet frequently changing and competing deadlines.

Organisational Competencies

CUSTOMER FOCUS	Understands and demonstrates a commitment to quality service outcomes by tailoring and meeting the needs of a diverse range of customers.
COMMUNICATION	Communicate clearly through active listening and written communication, considering the audience and writing in a way that is logical and easy to follow.
TEAMWORK AND COLLABORATION	High level experience in working as part of broader business unit to support optimal service delivery.
RESULTS	Organises routine functions, activities or duties. Provide advice and guidance to others on how to deliver outcomes with competing timelines ensuring that quality is not compromised.

Organisational Relationships

This position:

- Is responsible for nil direct reports. May periodically provide supervision to lower classified employees as required.
- Works under general direction.
- Is a service provider to the General Manager and other senior officers within the portfolio.
- Fosters critical working relationships with other Executive Assistants across the organisation to facilitate targeted outcomes.

How will a candidate be assessed for this position?

- Please provide a current Curriculum Vitae or Resume (maximum of 5 pages). Your CV should include the names of at least three current/recent referees. One referee should be a manager for whom you have worked within the past two years.
- Please provide a statement (maximum 2 pages) where you can demonstrate how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.

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