
Position Description

Executive Assistant to the CEO

Position objectives

Provide exceptional coordination of all administrative and operational matters to support the Chief Executive Officer (CEO). The role works closely with the CEO in the strategic and administrative management of the Council. The role requires a broad range of interactions with Councillors, Directors, Managers, Government agencies, community members and various stakeholders. You will undertake your responsibilities in a professional, efficient, and timely manner and contribute to Council's aim of being a high performing organisation.

Classification and relationships

Classification:	Band 6 Alpine Shire Council Enterprise Agreement
Reports to:	Chief Executive Officer
Supervises:	Nil

Key duties and responsibilities

Key Responsibilities

- Demonstrate a high degree of professionalism, initiative and independence in supporting the CEO on a wide variety of complex issues.
- Maintain positive partnerships within the organisation and with colleagues at other public authorities and government agencies.
- Assist the CEO in the timely management of all communication, both written and verbal with a variety of constituents.
- Compose letters and reports independently requiring interpretation and application of Local Government legislation, Council policies and procedures.
- Use initiative to handle a wide variety of administrative support duties, managing complex calendars, arranging meetings/travel.
- Executive Briefings, Councillor Briefings and Council Meetings: Prepare and distribute agendas, coordinate logistics for both on and off-site meetings, liaise with internal and external presenters, record and track/follow-up actions arising, prepare and distribute Meeting Minutes as required, maintain appropriate records.
- Arrange, coordinate and schedule appointments for the CEO as required, supervising the preparation of materials for meetings as appropriate.
- Liaise with all levels of administration to coordinate and resolve problems and issues related to administrative matters of internal and external nature.
- Writing reports and preparing executive summaries of lengthy reports.
- Coordinate the submission of key documents to the CEO to ensure all relevant information is provided prior to appointments and meetings.
- Review and record all incoming correspondence and emails to the CEO, including allocating/ redirecting to appropriate officers for action, following up on the preparation of responses, and tracking actions through to closeout.

- Responsible for the researching of information and the preparation of relevant documentation for the CEO and obtaining relevant information on emerging issues.
- Act as the first point of contact with external stakeholders, including non-government organisations and other agencies and screen all incoming calls to the CEO and redirect to appropriate officer as required.
- Collect and disseminate information in a timely and accurate manner on behalf of the CEO, on matters relating to the Council's activities ensuring the highest levels of confidentiality and probity ensuring compliance with relevant procedures and accurate recording of all associated documentation.
- Ensure that all CEO deliverables are scheduled and managed for their timely completion.
- Ensure that all correspondence addressed to the CEO is acted upon.
- Update and maintain relevant pages on the Alpine Shire Council website and internal intranet site.
- Administer and support staff in the use of Council's cloud-based agenda and minute management system.
- Arrange and coordinate all-staff meetings, including coordination of the staff long service award process.
- Provide limited support as required to the Governance Officer during absences.
- Undertake other duties as required.

Accountability and extent of authority

- Authority to provide general information in response to telephone and counter enquiries and refer matters to the CEO and Councillors, or relevant Council staff/managers where appropriate.
- Responsible for the provision of high level confidential executive support to the CEO and Mayor.
- Freedom to plan work at least a week in advance, and the freedom to act is governed by clear objectives with frequent prior consultation with the CEO.
- Regular reporting to the CEO is expected and required.

Judgement and decision making

- The position requires complex problem-solving skills with the ability to develop solutions to new situations.
- Demonstrated sound performance judgement based on experience and/or qualifications.
- This position can carry out duties and provide information within the scope of the position description and delegations, with scope to exercise discretion in the application of established policies and procedures.
- Guidance and advice would usually be available to assist in the resolution of problems.

Management skills

- Plan and manage time effectively to meet set deadlines, often with conflicting demands.

- Ability to exercise initiative in the performance of duties and work with minimal supervision.
- Work autonomously and with minimal supervision.

Interpersonal skills

- Ability to demonstrate a high level of interpersonal skills and be able to discuss, negotiate and resolve issues with all levels of staff, Councillors and government agencies.
- A strong customer focused approach and ability to anticipate, understand and meet the needs of the CEO, Mayor and Councillors and Directors.
- Commitment to confidentiality, total discretion and integrity.
- The skills to negotiate and resolve conflict as required.
- Ability gain cooperation and assistance from management, other staff, customers and stakeholders as required.
- Demonstrate a positive, considerate and helpful manner in working with all members of staff.
- Maintain positive partnerships within the organisation and with colleagues at other public authorities and government agencies.
- Active listening skills to ensure proper understanding of work requirements.

Qualifications and Expertise

Qualifications and experience

- Qualifications in a relevant business discipline or extensive experience operating as an Executive Assistant at a senior level.
- Additional studies in local government, project management or event management would be considered favourable.
- Experience in operating in dynamic, high-pressure environment and demonstrated ability to be flexible, decisive and quick thinking.
- Licensed to drive a motor vehicle.

Specialist skills and knowledge

- An excellent understanding of project management principles with demonstrated experience in planning, coordinating and completing small projects.
- Demonstrated understanding of the long-term goals of the organisation and its customer service values and aspirations.
- Demonstrated ability to monitor key dates and deadlines.
- Demonstrated ability to consult, liaise with and influence stakeholders.
- Possess excellent written and verbal communication skills with the ability to produce routine reports as required.
- Excellent grammatical skills and knowledge of the written English language.
- High level of presentation and commitment to quality systems and continuous improvement.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.

Physical requirements

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.
- Capacity to drive a standard motor vehicle.