



## POSITION DESCRIPTION FORM

File No: PDF-F0151996

### POSITION IDENTIFICATION

Title:	Executive Support Officer	Level:	Level 4/5
Service Unit:	Governance	Award:	Local Government Industry Award 2020 as an Industrial Agreement
Directorate:	Corporate & Governance Services	Date Effective:	1 July 2019
Reporting to:	Manager Governance	Date Last Reviewed:	1 December 2023

### PURPOSE OF POSITION

- Assist with executive level support services to the Chief Executive Officer, Directors, Shire President and Elected Members.
- Support administrative processes to ensure the accurate compilation of Council Meeting minutes, preparation of reports and correspondence and to contribute as a team member through identification of initiatives ensuring corporate support tasks are carried out efficiently and effectively.
- Provide helpful and efficient service to all internal and external customers to reflect a positive corporate image of the organisation.
- Assist with executive level support with governance systems and processes to ensure compliance with the Local Government Act 1995, legislation and local laws.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Assist with the coordination of high quality administrative functions and efficient provision of executive assistant services for the organisation.
- Responsible for preparation of Council and Committee meeting agendas and taking of minutes.
- First point of contact and liaison with Elected Members.
- Assist with governance administrative functions requiring high level research skills, analysis of information and accuracy.
- Assist with the preparation of Council meetings, functions and presentations for the organisation.
- Provide effective and efficient customer service liaison and advice to all internal and external customers.
- Assist with functions, publicity activities and events as required.
- Any other duties as directed by the line supervisor / manager.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

## ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, ratepayers and general public.

## POSITION DIMENSIONS

Work Location: Eaton Administration Centre

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence. (preferable)

## EXTENT OF AUTHORITY

This position operates under the direction of the Manager Governance within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council's WHS policies.

## CORPORATE ACCOUNTABILITIES

- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence & Support” within the workplace.

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

<b>T</b> RUST	<b>R</b> ESPECT	<b>A</b> CCOUNTABILITY	<b>C</b> USTOMERS & COMMUNITY	<b>E</b> XCELLENCE	<b>S</b> UPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person's unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

## SELECTION CRITERIA

- Essential:
1. Demonstrated ability to provide high quality support services to Senior Executives and/or Elected Member.
  2. Proven ability to prepare reports, meeting agendas and take minutes of meetings.
  3. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs.
  4. Sound research, investigative and analytical skills required for report writing.
  5. Proven customer service skills with a willingness to use initiative and take ownership.
  6. Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.
  7. High level of organisational ability with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.

- Desirable:
1. Working knowledge of Local Government and Council’s organisational structure.
  2. Understanding of the Local Government Act 1995 and associated legislation and local laws.

**SIGNED:**

**Present Occupant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Supervisor:** Manager Governance

**Date Issued:** 10/07/2023

**Approved by:** Deputy Chief Executive Officer

**Date Approved:** 01/07/2020

**Director Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Reviewed by:** Human Resources

**Date:** 1/12/2023