

# Position Description

## Executive Assistant to the Chief Executive Officer and Mayor

### Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

### Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

### Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



#### **A Achievement**

Deliver agreed outcomes for our community



#### **R Respect**

Act with honesty and integrity



#### **I Innovation**

Seek better ways



#### **S Simplicity**

Easy to do business with



#### **E Engagement**

Provide opportunities for all to participate

<b>Position Title</b>	Executive Assistant to the Chief Executive Officer and Mayor
<b>Position Number(s)</b>	
<b>Classification</b>	Level 4
<b>Reports to</b>	Executive Officer
<b>Division</b>	Office of the Chief Executive
<b>Department</b>	Civic Governance
<b>Direct reports</b>	Nil

## Position Purpose

Provide high-level executive, administrative and organisational support to the Chief Executive Officer and the Mayor. Ensure effective diary, correspondence, event, and stakeholder management to enable the CEO and Mayor to deliver on Council's Strategic Plan.

## Key Relationships/Interactions

### Internal

- Senior Leadership Team
- Elected Members
- City of Holdfast Bay employees across all Portfolios, Programs and Corporate Teams

### External

- Members of Parliament and their officers
- Government departments
- Employees of other councils, particularly Executive Assistants
- Community members

## Special Conditions

- Some out of hours work will be required including attendance at official meetings after hours.
- In line with council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Drivers Licence will be required.
- A satisfactory medical and/or functional assessment may be required.

# Key Accountabilities

The Executive Assistant to the Chief Executive Officer and Mayor is responsible for:

## Executive Administration

- Manage the CEO and Mayor's diaries, appointments, travel and event schedules
- Screen and prioritise incoming calls, correspondence and invitations
- Draft, format and coordinate correspondence, briefings, agendas and reports
- Maintain accurate contact and stakeholder database

## Meeting and Event Coordination

- Organise and prepare for Council staff, and community meetings, including booking rooms, technology setup and presentations
- Prepare meeting agendas, take clear and accurate minutes, and track follow-up actions.
- Coordinate CEO and Mayor attendance at civic and community functions
- Manage corporate events such as Long Service Awards, General Staff Meetings and Town Hall Sessions

## Records and Financial Administration

- Ensure all correspondence and records are processed in line with Council's information governance requirements
- Prepare and process purchase orders, invoices, and other financial documentation within set timeframes

## Stakeholder Liaison

- Act as a first point of contact for the CEO and Mayor with elected members, staff, community and external organisations
- Liaise with government departments, other councils, various organisations and members of the public as appropriate

## Customer Service

- Provide prompt, professional responses to public, resident and stakeholder enquiries
- Maintain a high standard of customer service in all verbal and written interactions
- Provide assistance across the Office of the Chief Executive team as required, ensuring continuity of service and smooth team operations.

## Selection Criteria

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A tertiary qualification in a relevant discipline or experience in a similar role</li> </ul>	<b>Desirable</b>
<b>Technical Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Proven experience as an executive assistant, preferably in government or a complex organisation</li> <li>Strong knowledge of Microsoft Office and corporate systems (TechOne is desirable), including records management</li> </ul>	<b>Essential</b>
<b>Personal Capabilities</b>	<ul style="list-style-type: none"> <li>Highly organised with excellent time management skills</li> <li>Strong written and verbal communication skills</li> <li>Discreet, with proven ability to manage confidential information</li> <li>Uses political awareness to navigate sensitive matters appropriately.</li> <li>Resilient, adaptable and able to manage competing priorities</li> <li>Strong problem solving and decision-making skills</li> <li>Demonstrated commitment to teamwork and customer service</li> </ul>	<b>Essential</b>  <b>Essential</b>  <b>Essential</b> <b>Essential</b>  <b>Essential</b>

# Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.
- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.

## Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the organisation's established policies and procedures regarding information governance and records management, both in electronic and physical formats.

## Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role.

## Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name: \_\_\_\_\_ Direct Manager: \_\_\_\_\_

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

Date: \_\_\_\_\_ Date: \_\_\_\_\_