

Position Description

Executive Assistant to the General Manager, Strategy and Corporate/Executive Support Officer

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

Position Title	Executive Assistant to the General Manager, Strategy and Corporate/Executive Support Officer
Position Number(s)	TBA
Classification	Level 4
Reports to	Executive Officer
Division	Office of the Chief Executive
Department	Civic Governance
Direct reports	Nil

Position Purpose

This dual role will provide:

- high level executive administrative and organisational support to the General Manager Strategy and Corporate, ensuring they are supported to lead and deliver Council services and achieve outcomes in line with the Strategic Plan.
- administrative support for the delivery of civic governance services, including assistance in managing the operations of the elected body, providing professional customer service support to the public, Elected Members and staff.

Key Relationships/Interactions

Internal

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

External

- Audit and Risk Committee Independent Members
- Audit Partners
- 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 General Manager Strategy and Corporate/Executive Support Officer is responsible for:

Executive Administration

- Manage the General Manager Strategy and Corporate's diary, appointments, travel and event schedules
- Prepare meeting agendas, take clear and accurate minutes, and track follow-up actions
- Conduct research and draft, format and coordinate correspondence, briefings, agendas and reports
- Screen and prioritise incoming calls, correspondence and invitations

Support to Executive Officer

- Provide administrative support to the Executive Officer
- Council meeting operations and compliance registers are maintained in an accurate and up-to-date manner
- Provide project support to the Executive Officer when required

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 General Manager Strategy and Corporate, with internal and external stakeholders
- Liaise with government departments, other councils, various organisations and members of the public as appropriate

Customer Service

- Provide prompt, professional responses to internal and external 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

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

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.

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.

Acknowledgement

Employee Name: _____ Direct Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____