

## POSITION DESCRIPTION - SHIRE OF CARNAMAH

<b>Job Title:</b>	Executive Coordinator	<b>Position Number:</b>	EXCO04012021
<b>Level/Grade:</b> <b>Position Type:</b>	Level 7.1 / 8.1 Full time	<b>Classification</b>	Local Government Officers' (Western Australia) Award 2021
<b>Department</b>	Office of the CEO	<b>Location</b>	33-37 Macpherson Street, Carnamah WA 6517
<b>Supervisor/Manager</b>	Chief Executive Officer	<b>Supervision of staff</b>	Nil

### ROLE AND SCOPE -

**This is a brief outline of the key responsibilities and scope. It may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function.**

Under the direction of the Chief Executive Officer, this role is responsible for providing executive and governance support to the CEO, Council, and senior members of staff (Deputy CEO, Manager Works & Services and Emergency Management & Ranger Services Officer). In collaboration with the Chief Executive Officer, the role also coordinates the functions of corporate governance and corporate communications. Finally, the role assists the organisation in delivering compliance, improvements, and efficiencies to uphold better practice initiatives and industry standards, and meet the strategic objectives of Council.

**\*\*Individuals undertake their duties and responsibilities in accordance with the Shire's Code of Conduct, policies and procedures, and relevant Government legislation\*\*.**

### RESPONSIBILITIES OF THE POSITION AND BROAD OUTLINE OF DUTIES

**Under the immediate direction of the Chief Executive Officer:**

**EXECUTIVE SUPPORT: Objective – Responsible for the management and delivery of general and executive administrative services within the Shire of Carnamah and to support the achievement of operational and strategic objectives.**

#### Duties:

- Provide confidential secretarial support to the Chief Executive Officer and other senior staff as required (see below).
- Co-ordinate meetings and appointments for the Chief Executive Officer.
- Prepare correspondence for the Chief Executive Officer.
- Prepare reports and other documents including the Annual Report, news items and invitations as requested.
- Upload agendas and minutes to Shire's website.
- Provide support to the Community Development Officer in maintaining the Shire's social media sites.
- Provide administrative support to the Environmental Health Officer.
- Process incoming CEO's mail, and undertake filing and record keeping for own areas of responsibility and those of the CEO.
- Arrange all travel, accommodation and registration for staff and Elected Members for various seminars and conferences.
- Undertake necessary research, analysis and other projects as directed by the Chief Executive Officer.
- Provide assistance to administration staff from time to time by undertaking other duties including telephonist, reception, receipting, and licensing as required.
- Maintain and update relevant content of the Shire website.

**Note: Perform other duties consistent with the level of this position which include, but is not limited to:**

- Prepare agendas for all meetings including Committee and Council meetings.
- Under the direction of the Chief Executive Officer, prepare reports for Council's consideration.



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- Attend Committee and Council Meetings and take minutes.
- Provide administrative assistance to Elected Members as directed by the Chief Executive Officer.

**COMPLIANCE: Objective – Responsible for assisting the Chief Executive Officer to ensure that the Shire fulfills its statutory compliance obligations to a professional standard.**

**Duties:**

- Assist with Local Emergency Management Committee/Arrangements, by providing support to the Emergency Management and Ranger Services Officer from time to time.
- Assist with the Risk Management and Occupational Safety and Health Functions.
- Prepare statutory returns (Equal Opportunity, Public Interest Disclosure, etc.).
- Maintain and update the compliance calendar and ensure the CEO and other Responsible Officers are informed of items/actions falling due.
- Manage corporate registers, including those for financial interests, policies, local laws, delegations, and tenders.
- Maintain publicly available information in accordance with the Local Government Act.

**Occupational Safety & Health (OSH): RESPONSIBILITY**

- Exercise a duty of care by working in a safe and efficient manner, ensuring own safety and others.
- Identify, assess, and control risks in the workplace.
- Participate in management of workplace health and safety.
- Report accidents, incidents, and property damage in the workplace immediately.
- Use appropriate personal protective equipment and adhere to workplace safety guidelines.

**SKILLS AND EXPERIENCE:**

**Special Conditions:**

- National Police Check (not less than 3 months old).
- Pre-employment Medical Certificate.
- Current "C" Class Driving Licence.

**Qualifications:**

- Secondary School Certificate.
- Certificate III in Business Administration (or equivalent) - DESIRABLE.

**Experience:**

- 2+ years' experience in a similar position, preferably assisting a CEO or equivalent.
- Previous experience in, or knowledge of, local government statutory requirements.
- Demonstrated experience in adhering to confidentiality requirements and displaying discretion.
- Proficiency in preparing agendas and recording minutes.
- Competency in organising functions/events.
- Demonstrated experience in completing and submitting returns, maintaining records and registers, and preparing reports.

**Skills:**

- Highly proficient in Microsoft Office applications including Word, Excel and Power Point, and comprehensive word processing skills.
- Consistently demonstrates clear and concise written and verbal communication techniques.
- Strong time management and organisational skills.
- Well-developed interpersonal, public relations and customer service skills.

**PERFORMANCE GOALS:**

***The level of performance must meet and or exceed set Key Performance Indicators (KPIs):***



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- Quality and effectiveness of the secretarial and administrative support provided to the Chief Executive Officer, senior management team and elected members.
- Standard and timeliness of agendas and minutes.
- Quality and timeliness of preparing and submitting statutory returns and reports.
- Level of cooperation and support given to other staff to assist in the provision of quality customer service.
- High level of personal integrity, confidentiality, and discretion.
- Ability to work without supervision and be self-motivated.
- Additional KPIs for this position are set during the employee's annual performance review.

Reviewed By:	Vin Fordham Lamont	Date:	29 March 2021
Approved By:	Vin Fordham Lamont	Date:	29 March 2021