



POSITION DESCRIPTION SENIOR ADMINISTRATIVE OFFICER- EXECUTIVE SERVICES

TITLE: SENIOR ADMINISTRATION OFFICER - EXECUTIVE SERVICES

PURPOSE: Co-ordinate and perform specific administration duties relating to the Shire of Peppermint Grove's CEO/Executive functions.

CLASSIFICATION: Permanent, Full time (76hours/FN), ECA Level 8

LOCATION: Shire Administration Office, 1 Leake Street, PEPPERMINT GROVE

ORGANISATIONAL RELATIONSHIPS:

Responsible to: CEO

Direct supervision of: Nil

Indirect supervision of: Nil

Internal Liaison: All employees but especially the following:

- CEO
- Senior Management Team (SMT)
- All Shire Staff

External Liaison: All stakeholders involved in local government financial and administrative matters, but especially the following:

- Shire President and Councillors
- Residents and ratepayers
- Vendors and suppliers
- Other Local Governments

MAIN DUTIES/RESPONSIBILITIES/REQUIREMENTS:

ADMINISTRATION

- Liaise with the CEO to ensure general tasks are undertaken in the executive area.
- Coordinate the preparation and distribution of Council meeting agendas and minutes.
- Assist with research and the development of reports for the CEO.

CORPORATE/ORGANISATIONAL

- Coordinate Council functions and assist at community events.
- Manage Citizenship requirements.
- Maintain the Shire's website and intranet to ensure accuracy and content is up to date.
- In conjunction with the CEO and SMT, coordinate tendering and request for quote processes and ongoing contract management.
- Provide executive support for the Library Management Committee, including report preparation, agenda and minutes.



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- In conjunction with the CEO and SMT, provide oversight to the HR policies and procedures for recruiting, training plans, and follow up annual staff performance reviews.
- Maintain a Governance checklist to ensure that compliance requirements for the Shire are adhered to.
- Provide a point of contact for the Shires' regional Work, Health and Safety (WHS) Coordinator and maintain the Shire's WHS policies and procedures.

STATUTORY COMPLIANCE

- Ensure the Officer's own safety and avoid adversely affecting the safety and health of any person by following safety rules, procedures and standards at all times.
- Demonstrate leadership and comply with statutory obligations, Council Policy, Industrial Awards, WHS and EEO legislation
- Ensure safe practices are adopted in carrying out work in isolation and with others, including compliance with statutory obligations and Council Policy and Procedures, maintaining a duty of care in all aspects of work

COMPETENCIES:

Aptitudes:

- Organised and disciplined.
- Ethical, principled.
- Empathetic, diplomatic and tactful.
- Resourceful and able to display initiative.
- Able to embrace positive change and challenges.

Knowledge:

- Knowledge of local government with an understanding of administrative practices and procedures.
- Sound interpersonal, public relations and customer service skills, with the ability to liaise with all levels and work in a team environment.
- Basic knowledge of the local government industrial relations environment

Qualifications:

- Desired minimum of 5 years' experience in an administrative role within Local Government.
- Holder of a Western Australian (or equivalent) current 'C' class driver's license.
- Holder of a recent National Police Clearance (not older than 12 months)

Experience:

- Desired minimum of five (5) years' experience in an administration or process-oriented role and function, desirably (but not essentially) in Local Government.
- Understanding of the governance functions of Local Government .
- Desirable to have working knowledge of the Agenda and Minutes processes and procedures within the Local Government environment.



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Skills/Capabilities:

- High level of computer literacy and proficiency including use of Microsoft Office 365, Microsoft Dynamics NAV and SharePoint Records Management.
- The ability to maintain confidentiality at all times.
- Research and investigation skills.
- Record searching and retrieval.
- Demonstrated commitment to flexible working hours to achieve job outcomes and assist team in achieving results.
- Demonstrated ability to work cohesively, efficiently and effectively in a team environment with consideration to corporate values and honesty, integrity and accountability
- Basic knowledge of website maintenance.

EXTENT OF AUTHORITY:

The incumbent for this position operates within the limits of Council policy and relevant legislative constraints and will have some delegated authority from the Chief Executive Officer to deal with related matters of an administrative nature within the Corporate Services section of the organisation.

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require employee to carry out any duties, which are within the employee's skill and competence.

The Shire of Peppermint Grove enjoys a smoke-free work environment.