

## Position Description

### Personal Assistant to Chief Financial Officer / Council Support Officer

#### Position Details

<b>Position Title</b>	Personal Assistant to Chief Financial Officer / Council Support Officer
<b>Classification</b>	EMRC Banding Level 7
<b>Position Number</b>	A0014A
<b>Basis of Employment</b>	Full Time
<b>Team Name</b>	Business Support Team

#### Position Objectives

##### Measure of Performance

- To provide high level secretarial and administrative support to the Chief Financial Officer and to maintain and develop professional secretarial and administrative standards relevant to the executive level of the position.
- To provide the administrative functions associated with the requirement to have formal Agenda and Minute taking records of Council and Committee meetings, in accordance with the Local Government Act 1995, as amended from time to time.

##### Measure of Performance

- A specific measure of performance is the timeliness, accuracy and quality of the agenda and minute documentation and other administrative services provided by the position.

#### Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

<b>Excellence</b>	Striving for excellence through the development of quality and continuous improvement.
<b>Recognition</b>	Valuing employees in a supportive environment that focuses on their wellbeing.
<b>Innovation</b>	Focus on innovative approaches in projects and service delivery.
<b>Responsiveness</b>	Dynamic and flexible service delivery.
<b>Integrity</b>	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

## Key Duties / Responsibilities

### Executive Support

- Provide a high level of confidential and efficient administrative and secretarial support to the Directorate and other areas of the organisation as required.
- Receive and sort all information, correspondence and other material on behalf of the Chief and initiate appropriate action.
- Liaise with Councillors, employees, and other stakeholders on behalf of the Chief.
- Arrange meetings, appointments, and coordinate diary for the Chief.
- Organise facilities and catering for meetings and events.
- Prepare agendas and attend meetings for the purpose of taking minutes of the proceedings.
- Coordinate travel arrangements and meeting/presentation requirements for the Chief.
- Draft and prepare written information and correspondence on behalf of the Chief.
- Assist in the preparation of reports on items for Council and Committee agendas and assist the directorate to plan and prepare all reports to schedule.
- Undertake research and summarise data on behalf of the Chief as required.
- Ensure the confidentiality of information to which the position is exposed.

### Minutes and Agendas

- Prepare and distribute agendas for Council and Committee meetings within approved time frames.
- Ensure Council and Committee reports are prepared and distributed within approved time frames.
- Prepare, collate and distribute Delegates reports.
- Attend Council and Committee meetings and accurately record well-structured, concise and grammatically correct minutes.
- Finalise and distribute meeting minutes in a timely manner in accordance with the Local Government Act (1995) and EMRC Standing Orders Local Law 1998.
- Maintain and secure minutes and arrange for employees, public and Elected Member access as required.
- Initiate correspondence and liaise with Chiefs on actions arising from Council and Committee meetings.
- Maintain the Agenda/Minutes distribution list, and the Delegated Reports distribution list.

### Planning and Coordinating Activities

- Initiate and coordinate follow up action to issues generated from Council and directorate meetings.
- Coordinate and source information in response to Councillor initiated enquiries.
- Facilitate responsibilities of the Chief in the control and finalisation of allocated special projects.
- Initiate, follow up and coordinate responses to action requests, action letters and correspondence.
- Coordinate and organise requests and instructions on behalf of the Chief relating to the EMRC and its operations.
- Establish and maintain comprehensive and accurate directorate mailing and distribution lists.
- Advise and train new employees on relevant procedures pertaining to the directorate and maintain accurate and efficient information for managers on new procedures, and new methods of streamlining work.
- Contribute to the interpretation and administration of matters for which there are no clearly established procedures.

## **Occupational Safety and Health (OS&H) Responsibilities**

- Comply with all Statutory requirements.
- Take reasonable care to ensure their own safety and health whilst at work and that of others.
- Consult and cooperate with Management on matters of Occupational Safety and Health.
- Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
- Use personal protective equipment (PPE) as required.

## **Organisational Responsibilities**

- Properly organise and manage working time to ensure efficient productivity.
- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Manager system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Represent EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

## **Position Requirements**

### **Competencies**

- High level of proficiency with Microsoft Office software packages and associated applications and the ability to produce documents to a high standard.
- Comprehensive knowledge of, and proficiency with, administrative systems, procedures, and office technology.
- Experience with, the preparation of meeting agendas, preferably within Local Government.
- Experience with the recording and preparation of concise, well-structured and grammatically correct minutes of meetings, preferably within Local Government.
- Demonstrated knowledge of the conduct of meetings and meeting procedures.
- High level oral communication and interpersonal skills with the ability to liaise effectively and courteously with internal and external clients.
- Accurate audio typing skills and/or accurate shorthand skills with a speed of 90+ words per minute is desirable.
- Experience with an electronic record keeping system and a sound knowledge of record management practices is desirable.
- A sound understanding of the importance of maintaining a high level of integrity and the ability to handle sensitive material/issues with tact and strict confidentiality.
- Ability to prioritise, organise and complete work within established deadlines, and to maintain a consistent level of professionalism.
- A high level of accuracy and attention to detail.
- A can-do attitude, flexible and mature approach to work tasks, and a willingness to learn.
- Ability to work outside of normal working hours when required.
- Ability to work effectively within a busy team environment, and also to work unsupervised.
- A sound knowledge of the functions and structure of Local Government is desirable.

## Experience

- Demonstrated experience in a similar role, preferably within Local Government.

## Qualifications

- Relevant formal qualifications or demonstrated equivalent experience in the area of business support.
- Any other qualifications/certificates required.
- Current and valid WA "C" Class Driver's Licence (or equivalent).

## Organisational Relationships

<b>Responsible to</b>	A0012A - Chief Financial Officer
<b>Supervision of</b>	Not Applicable
<b>Internal and External Liaison</b>	<b>Internal</b> All EMRC Management and Employees
	<b>External</b> Chairman, Councillors and Committee Members All EMRC Management and Employees Government Agencies Other EMRC Stakeholders

## Extent of Authority

- This position operates under the general supervision of the Chief Financial Officer and has the authority to act within predetermined procedures, guidelines, EMRC Policy and as delegated. This position may be required to undertake activities that require the Officer to exercise judgement and/or contribute specialist knowledge and skills where procedures are not clearly defined.

## Selection Criteria

### Essential

- Demonstrated experience in a similar role, preferably within Local Government.
- High level of proficiency in the use of Microsoft Office software packages and associated applications, accurate keyboard and data entry skills, and a demonstrated ability to format documents to a high standard.
- Comprehensive knowledge of, and proficiency with, administrative systems, procedures, and office technology.
- Experience with the preparation of meeting agendas and the recording and preparation of concise and grammatically correct minutes of meetings, preferably within a Local Government environment.
- A sound knowledge of meeting procedures and protocols.
- High level communication and interpersonal skills with the ability to liaise effectively and courteously with internal and external clients.
- Ability to prioritise, organise and complete work within established deadlines, and to maintain a consistent level of professionalism.
- Ability to work outside of normal working hours when required.

### Desirable

- A sound knowledge of the functions and structure of Local Government is desirable.
- Knowledge of, and experience with, shorthand and/or audio typing skills.
- Experience with an electronic record keeping system and a sound knowledge of record management practices.

## Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

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<b>Date Last Reviewed</b>	July 2020
<b>Reviewed</b>	Manager Human Resources
<b>Updated</b>	Human Resources Administration Officer
<b>Approved</b>	Manager Human Resources