



POSITION DESCRIPTION

EXECUTIVE OFFICER FIXED-TERM (PARENTAL LEAVE)

Location	Shire Administration Office
Department	Office of the CEO
Salary	Local Government Industry Award 2010
Reports to	Chief Executive Officer
Supervision of	Nil
Revision	1
Date	15 th January 2019

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Graeme Fardon	CEO	Reviewed	15/01/2019	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

Chief Executive Officer, Council.

1.2 Supervision of: - Nil.

1.3 Internal and External Liaison: -

Internal

- Councillors
- Chief Executive Officer
- Council Staff.

External

- Residents, Ratepayers and General Public
- Government Departments.

2. EXTENT OF AUTHORITY

Operate under the direction of the Chief Executive Officer and Council within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

Delegated Authority to issue Council Purchase Orders subject to limitation prescribed by the Chief Executive Officer.

Delegated Authority to sign / countersign Council's cheques or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund, in accordance with Council's policy and processing.

3. PURPOSE OF POSITION

- To support the CEO and Council in managing the strategic, governance and communication processes of the Shire.
- To manage the Council Meetings and forums.
- To manage organisation wide operational systems, policies and processes.

Link to Strategic Community Plan or Corporate Business Plan goals or operational objectives

- Strong Governance and Community Engagement
- Efficiency and Effectiveness

4. KEY DUTIES / RESPONSIBILITIES

- 4.1 To provide confidential and personal and administrative assistance to the CEO
- 4.2 To manage and facilitate Council meetings, agendas and minutes
- 4.3 To provide secretarial and support services to the Shire President and Councillors
- 4.4 To provide administrative support to the Executive Team
- 4.5 To manage Executive correspondence as appropriate
- 4.6 Contribute to ensure the Shire meets its statutory obligations in a timely manner
- 4.7 To manage HR systems, policies and processes
- 4.8 To assist the Executive Manager of Corporate Services with regard to IT infrastructure
- 4.9 To manage PR and marketing processes which includes the maintenance/update of the Shire's Website, facilitate/prepare regular publication on social media/Website and Shire Newsletter

- 4.10 To support the conduct of Local Government Elections
- 4.11 Oversee the Shire's statutory obligations and compliance with regard to Recordkeeping
- 4.12 Cemetery Record Management and Support
- 4.13 Authorisation of banking transactions.

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Relevant Tertiary Qualification	✓	
Drivers Licence "C" Class - Unrestricted	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
> 5 Years' experience in an executive management environment		✓
Well-developed business administration skills	✓	
Well-developed people management skills	✓	
Advanced IT and Computer skills	✓	
Excellent analytical and problem solving skills	✓	
Knowledge and comprehension of the WA Local Government Act		✓
An understanding of the functions of Local Government and its relationship with its Community as well as its relationship to Federal and State Governments.		✓
Knowledge of record keeping requirements of Local Government		✓

Personal and Communication Skills	Essential	Desirable
Well-developed written and verbal communication skills with ability to exercise discretion and maintain confidentiality	✓	
Proven interpersonal and customer service skills	✓	
Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.	✓	
Ability to communicate at all levels of the organisation and with all sections of the community	✓	
Effective leadership skills and ability to work efficiently with minimal supervision, both as an individual and as a team member.	✓	

6. WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire and legislative requirements report any hazards, incidents or near misses in a timely manner.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

8. COMMENTS

All employees are required to sign a declaration that they have read Council's Code of Conduct for Elected Members and Employees prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2010 Negotiated Contract of Employment.	
Position Status	Full-Time	Fixed-term
Hours of Work	80 Hours per fortnight, accruing 4 Hours RDO a fortnight	
Level	Level 5	
Salary / Current Wage	Negotiated	
Council Loyalty Scheme	N/A	
Superannuation	9.5% Employer Superannuation Guarantee Contribution.	
Probation	1 Month	
Performance Review	Ongoing, Performance Based	
Annual Leave	Employee will be entitled to Pro Rata Annual Leave with 17 ½% Loading upon completion of the Fixed-term.	
Housing	Position does not attract Council Housing as part of the Employment Package,	
Motor Vehicle	N/A	
Job Location	Quairading, Western Australia, 6383.	