


<div>Role Title</div> <div>Group</div>  <p>Clarence... a brighter place</p>		Executive Assistant to Head Community and Culture Role description	
		Community and Culture	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
		Head of Community and Culture	
		Tracey Cockburn	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

	Position Number: 147	Development date: July 2023
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Community and Culture Group Objectives:

Support local communities to build on existing capacity and progress their health and well-being through strategies which provide for:

- community safety and well-being.
- public spaces and amenity.
- cultural and social activities.
- access and social inclusion.

Essential Duties and Responsibilities

Support the operations of the Community and Culture Group by providing:

- Efficient, effective, and confidential executive administrative services to the Head Community and Culture by:
 - coordinating schedules, arrangements for meetings, appointments, taking meeting minutes and correspondence (this may include collating meeting papers, coordinating venues and arranging itineraries).
 - attending to and monitoring urgent enquiries and issues, ensuring that they are brought to the attention of the Head Community and Culture and, where relevant, referring matters to appropriate staff.
 - processing Head Community and Culture correspondence, including preparing replies to routine matters.
 - reconciling monthly income and expenditure reports and assisting with preparation of budget papers for the group.
 - screening calls, enquiries and requests, and handling them when appropriate.
 - assisting in the preparation and processing of weekly briefing reports and memos and ensuring processing through council's document management system.
 - processing incoming communications on behalf of the Head Community and Culture and ensuring correspondence is saved in council's file management system.
 - carrying out supporting administrative tasks for relevant special advisory committees and working groups including: minute taking, preparation of agendas and reports, room bookings and managing correspondence and document management.

Provide administrative support to the Community and Culture Group, including:

- acting as first point of contact for high level requests for the Group by directing them to the right person on the first occasion.

- coordinating the collation and formatting of the Group's annual reports, annual plan and managers' meetings.
- providing flexible administrative support to assist the Group in managing customer service issues and achieving workload priorities.
- coordinating the Group's correspondence including the distribution, allocation of responsibility for response, monitoring and corrective action and, if necessary, following up overdue correspondence to ensure the organisation's customer service requirements are maintained.
- ensuring the Group's outgoing correspondence complies with the corporate style guide.
- maintaining confidentiality on sensitive issues.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Workers must:

- comply with all reasonable and lawful directions.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter.
 - Procurement Policy and Code for Tenders and Contracts.
 - Fraud Policy.
 - Workplace Behaviour and Code of Conduct Policies.
 - Work Health and Safety Policy and Procedures.
- perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Executive Assistant to the Head Community and Culture is a member of the Community and Culture Group and is responsible to the Head Community and Culture.

Salary

This position is covered by the Clarence City Council Enterprise Agreement #11/2021, or any subsequent agreement. This position sits within the Pay Point 13 to Pay Point 18 range.

The position has been sized at Pay Point 18.

Selection Criteria

Essential

- Significant administrative experience with strong working knowledge and understanding of office procedures and practices, including taking meeting notes and minutes, and the use of MS Office suite of software and the production of complex documents.
- Well-developed interpersonal and communication skills including the ability to deal with issues using sensitivity and discretion and maintaining positive professional interactions at all times.
- High level organisational skills, with the ability to manage several competing tasks and meet tight deadlines while maintaining a high degree of accuracy and attention to detail.
- Investigative, analytical and research skills.
- Demonstrated experience in working in a dynamic environment, showing initiative and responding quickly and positively to change.

Desirable

- Previous experience in the provision of both team and Executive PA Support.
- An understanding and appreciation of Council's role in providing services to its community.

Screening Checks

Appointment will be conditional upon a satisfactory:

- | | |
|---|---|
| ■ National Police Check | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| ■ Working with Vulnerable People Check | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| ■ Medical Check | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| <input type="checkbox"/> Sitting posture for prolonged periods. | |
| <input type="checkbox"/> Lifting and carrying office equipment (about 15kgs). | |

- ☐ Operating computers. (about 5 hours per day)
- ☐ Driving vehicles