

Information Pack

Executive Assistant to the Director Asset Services

Your application must be lodged online – [City of Rockingham Jobs](#)

Applications will be accepted until **4pm on Friday 4 September 2026**

Applications will be assessed as they are received and candidates may be invited to interview prior to the close date. If you are interested in the position, we highly recommend you apply as soon as possible.

In the interests of fairness and equity, late applications will not be accepted.

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

“Refer to Resume” is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	City of Rockingham Administration Building, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Salary Range	\$86,797 to \$92,879 per annum depending on skills and experience
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20 th day rostered off).
Superannuation	12% plus the opportunity to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in WA
Probationary Period	Three months
Assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. • A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description



Title:	Executive Assistant (EA) to Director Asset Services
Tenure:	Permanent, Full time
Division:	Asset Services
Level:	4 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objective

Provide efficient and confidential executive and administrative support to the Director Asset Services and the Asset Services Executive Team (AS)

Organisational Relationships

Reporting to:	Director Asset Services (DAS)
Responsible for:	Nil
Membership of:	Director Asset Services team
Liaison with:	Director and Managers of Asset Services, City of Rockingham teams and AS stakeholders and customers and clients.

Organisational Chart

Chief Executive Officer
Director Asset Services (DAS)
Executive Assistant to DAS

Key Responsibilities

Asset Services Support/Administration

- Provide confidential support to Director with matters raised by CEO, Mayor/Councillors and federal and state politicians
- Ensure the Director is sufficiently accessible whilst keeping on track with daily objectives
- Provide secretarial and administrative services to the Director including typing, electronic correspondence, report preparation and ensure appropriate records management
- Attend Committee, Councillor Engagement and Working Group Meetings as required for the purpose of taking minutes
- Prepare agendas and take minutes for the division's monthly Director/Manager meeting and Leadership Communication meeting
- Assist in the coordination and finalisation of special projects, statistics, displays etc
- Implement and maintain a system to ensure follow-up of actions delegated to Managers / Coordinators by the Director
- Answer and respond to counter and phone enquiries received relating to Director when not available
- Follow up with AS officers to ensure outcomes from Council meetings are actioned
- Draft written communication in the guise of the Director or AS team

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Requirements of the Job

Skills and Knowledge

- High level of organisational and time management skills
- Excellent written and verbal communication skills
- High level of interpersonal, public relations and customer service skills
- High level of problem solving skills, multi-faceted decision making skills
- High level of IT skills in the use of systems (especially computers and telecommunications) for storing, retrieving, sending information efficiently and ability to trouble-shoot technical problems
- Sound knowledge of office administration procedures
- Ability to work independently and with a high level of autonomy
- Sound numeracy skills for an understanding of budgets

Experience

- Substantial experience in an administrative or clerical position to senior officers
- Experience utilising Microsoft Office suite
- Extensive experience in a customer service delivery role

Qualifications, Certifications and Licences

Essential

- Business Administration TAFE qualification (or similar)

Desirable

- Bachelor of Business Administration (BBA) or similar
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Scope of Position

- Works under general direction of the Director Asset Services
 - Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
 - Exercises initiative and/or judgment within clearly established procedures and guidelines
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Certification

Approved by	Director Asset Services	Date reviewed	August 2026
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Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement, and you must address these as part of your application. If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.
Covering Letter (Optional)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au