



SHIRE OF ASHBURTON

Position Description

Executive Assistant (Community Development)

Position Number	JA.100
Directorate	Community Development
Department	Community Development
Job Family	Administration
Reports To	Director Community Development
Location	Onslow
Industrial Instrument	<i>Shire of Ashburton Industrial Agreement 2026</i>
Classification	Level 4

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Values

Respect Openness Teamwork Leadership Excellence Health & Wellbeing

About the Role

Role Objective / Purpose

Provide administrative support to the Director Community Development and provide leadership and support to other administration staff.

Key Role Outcomes

Provide high level, effective, efficient, and timely administrative assistance, and broader support to both the director and wider directorate, and Shire team, to enable effective services and operations, including, but not limited to:

- Assist executive by investigating relevant matters as requested;
- Preparation of relevant correspondence and reports to assist executive and team;
- Responsibility for maintaining relevant directorate documentation;
- Monitor relevant financial and operational documentation for directorate;



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- Other general administrative duties including, not limited to:
 - Reconcile monthly credit card statements
 - Organise and arrange calendar meetings
 - Organise and coordinate travel bookings
 - Prepare agenda items and minutes for team meetings and assist with agenda items for Council meetings
- Provide a high level of customer service via email, phone and direct contact;
- Various ad hoc duties to support and assist the wider team as required; and
- Workplace Safety and Diversity, Access and Inclusion is a shared responsibility of all staff.

Implement and deliver on all priorities as determined by and directed by departmental coordinator and/or manager (including scheduled progress reporting where required).

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Fundamental: Applies Job Safety Analysis, Safe Work Method Statements and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation.
Accountability	Advanced: Manages and plans own work, but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities and due dates. May supervise or direct work of others in a single

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	business unit. Given broad direction and limited guidance with performance measured against objectives.
Judgement and Decision Making	Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.
Time Management	Proficient: Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and others.
Customer Service	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Intermediate: Develop or program small work area budgets, and monitor work area costs and spending, which may be subject to further review or require to be managed within an overall department budget.
Leadership	Intermediate: Required to influence and lead a small team or functional area. Leadership by oversight, supervision and participation.
Role Specific Competencies These are the specific competencies required of the role.	
Competency	Required Level
Problem Solving	Intermediate: Solve diverse problems which require assessment of a range of options having elements of complexity resolved using developed or learned skills and knowledge. Solve problems in accordance with managerial directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.



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Communications Skills	Proficient: Ability to identify, understand, and adapt to different communication styles. Reports, presentations are of a highly professional nature and may include specialised advice. Spelling and grammar are both advanced.
Report Writing	Intermediate: Undertake initial or straightforward drafting of reports, submissions or non-standard correspondence.
Administration Skills	Highly Proficient: Advanced knowledge of software and office systems. Able to train and coach others in the use of systems, including outside of the immediate work area.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.
Project Management	Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.

Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Drivers Licence;
- Current National Police Clearance (dated within 6 months of commencement).

Experience, Skills, Knowledge Required of Role

- Relevant experience in administration role (or similar);
- Proficient Microsoft Office - Outlook, Word, and Excel;
- Highly Proficient - report production, record keeping and data entry; and
- Desirable – previous administration experience in Government/Local Government setting.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shires' annual performance review process.