

Position Description

POSITION	Executive Assistant to Mayor	
REPORTS TO	General Manager	
DIRECTORATE	General Manager Office	
BRANCH	n/a	
CLASSIFICATION	Grade 6	
STAFF	Nil	
CONTACTS	Internal Councillors and Mayor General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

To provide executive assistance to the Mayor through the provision of an efficient and effective range of professional, administration and advisory services in a manner that enhances the effectiveness and performance of the Mayoral Office.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with
enthusiasm and
purpose**



**We are open,
honest and
respectful**



**We foster
wellbeing and
creativity**



**We achieve our
goals and
succeed together**

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.
- Partner with the organisation and colleagues in driving a customer centric culture across the organisation.

Operations Management

- Provide a full range of administrative and executive services and support to the Mayor.
- Monitor incoming communications, redirect calls and respond to enquiries in a professional and timely manner.
- Liaise with elected members, government departments, community organisations, members of the public and senior management of Council to ensure effective communication with a high level of customer focus.
- Arrange appointments, accept invitations and make phone calls.
- Arrange meetings, prepare and distribute agendas and take and prepare minutes.
- Produce high quality written communications (eg. correspondence, reports, media response, social media posts).
- Create engaging digital content for social media platforms, including Facebook, Instagram and YouTube, using tools such as Canva to support communication and engagement objectives.
- Maintain strict confidentiality in all matters.
- Promote the image of Council by maintaining a professional public interface between Council and its customers by demonstrating an appropriate level of customer service when dealing with the public, contractors, internal staff, government departments inclusive of all stakeholders.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Certificate in Business Administration or Media/Communications (or related discipline) and/or equivalent demonstrated experience in an executive assistant role.

Experience

- Demonstrated successful performance in a high level executive support role.

Knowledge

- Sound understanding of local government operations including the role of the Mayor, Councillors and Council staff.

Competencies

Demonstrated ability to:

- Highly developed time management skills with the ability to independently manage competing priorities and deadlines.
- Work independently and operate with discretion in a busy and complex environment.
- Provide excellent customer service and deliver quality service outcomes.

- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Analyse complex information and make sound recommendations.
- Effectively use information technology and digital technology.
- Be flexible in your approach to work and adapt well to workplace change.

Selection Criteria

Essential Criteria

- Certificate in Business Administration or Media/Communications (or related discipline) and/or equivalent demonstrated experience in an executive assistant role.
- Demonstrated effective analytical, problem solving, investigative skills and ethical discernment.
- Sound knowledge and understanding of relevant legislation, policies and processes impacting on Council.
- Demonstrated excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Demonstrated excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated excellent communication skills, with the ability to produce high-quality written, digital and social media content and engage effectively with a range of audiences.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, PowerPoint).
- Current Drivers Licence

Preferred Criteria

- Previous experience working in local government, particularly an awareness of, or exposure to, operating in a political environment.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

General Manager

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐