



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Executive Assistant - Infrastructure Services

Directorate	Infrastructure Services
Location	Grenfell NSW 2810
Classification/Grade/Band	Grade 12
Position Code	Permanent Fulltime 35 Hour Week P1.4.409
Date position description approved	9 October 2023
Date reviewed	6 October 2026

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

To ensure delivery of a range of high level administrative and executive support services. The role provides accurate and timely support to the Director Infrastructure Services, to assist Council to achieve positive Operational Plan outcomes. You will maintain high-quality administrative inputs across multiple systems, manage databases related to meetings and requests, administration including drafting reports, correspondence, and support logistical tasks.

The role also tracks Councillor and community service requests, collaborates across Council to deliver organisational priorities, and undertakes additional duties aligned with the role's skills and training. Key duties include assisting, monitoring and managing Infrastructure business papers, providing secretariat services to meetings, coordinating Council resolutions and assisting with report preparation while overseeing short term projects and business improvements for the Infrastructure Services Department.

Key accountabilities

Within the area of responsibility, this role is required to:

- Act as the initial point of contact for the Department, diverting to the appropriate officers to resolve, together with the Customer Service Team, in the first instance; where appropriate.
- Complete general administrative tasks and provide support with but not limited to, emails, letters, memos, reports and file notes.
- Provide secretariat functions including scheduling of meetings, creating agenda, taking minutes and preparing papers.
- Collate the timely, efficient and regular publication of the Works Program which guides completion of essential tasks contained in the Operational Plan.
- Create fortnightly Facebook posts for works updates.
- Coordinate the diary for the Director of Infrastructure Services and assist with administrative requirements, meeting arrangements and production of documentation required to facilitate effective Departmental performance.
- Assists with Departmental Training Plans in conjunction with Human Resources and Work Health and Safety Officer.
- Coordinate the sourcing, production and placement of Departmental website information.
- Receives, records and tasks Service Requests/Complaints. Follows up with appropriate Officers as required.
- Monitors and/or produces (drafts) appropriate Policy and Procedure documents relevant to the Department.
- Processes financial requirements including purchase orders, invoices, related correspondence, and reconciliations.
- Complies with WHS legal, policy and procedural requirements and facilitates them when required.
- Provides quality assurance on documents prior to submitting to the Director.

Key challenges

- Efficient management of high-volume workload.
- Quality administrative support to the Director Infrastructure Services.
- Maintaining a positive reputation for selected services supplied by Infrastructure Services.
- Administrative effectiveness, efficiency and productivity in work process improvements.

Key internal relationships

Who	Why
Director Infrastructure Services, Assets Engineer, Operations Manager, Sewer Coordinator, Human Resources Manager, WHS/RTW Coordinator, Finance/Corporate Services Staff, Governance Officer and General Manager's Department.	To provide accurate and timely support to the Director Infrastructure Services, to assist Council to achieve positive Operational Plan outcomes Effective achievement of Key Performance Indicators/Positions role.

Key external relationships

Who	Why
Transport for NSW/RMCC/EPA/Central NSW Joint Organisation/RFS related staff, other State and Federal Government agencies, Local residents, general public; Consultants and Contractors	Track service requests. Collaborates across Council to deliver organisational priorities. Effective achievement of responsibilities.

Decision making

Delegations in accordance with the Delegations Register. On time and on budget completion of roles and responsibilities assigned by the Director Infrastructure Services.

Reports to

Director Infrastructure Services

Direct reports

Nil

Estimated number of indirect reports

Nil

Essential requirements

- Business/Administration Certificate qualifications or equivalent extensive experience in a comparable field experience.
- Demonstrated experience in secretariat functions i.e. meeting agenda preparation and taking minutes of meetings within strict deadlines.
- Demonstrated experience in a multi-faceted office environment.
- Achievements in work process improvements that enhance effectiveness, efficiency and productivity.
- Effective communication and interpersonal skills.
- Highly developed organisational, interpersonal and time management skills.
- Highly developed written and oral communication skills with both internal and external customers.
- Highly developed experience and skills in computers including all Microsoft Office suites and other related software.
- Class C Driver's Licence.

Desirable

- Local Government experience.
- Ability to work within a diverse workforce to assist in achieving Council's Operational Plan objectives.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities:

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	- Is flexible and readily adjusts own style and approach to suit the situation - Adjusts tactics or priorities in response to changes in the organisational environment - Gives frank, honest advice, even in the face of strong, contrary views - Accepts criticism of own ideas and responds in a thoughtful and considered way - Welcomes challenges and persists in raising and working through difficult issues - Shows composure and decisiveness in dealing with difficult and controversial issues
Personal Attributes Act with integrity.	Advanced	- Models ethical behaviour and reinforces it in others - Represents the organisation in an honest, ethical and professional way and sets an example for others to follow. - Promotes integrity, courage and professionalism inside and outside the organisation - Monitors ethical practices, standards and systems and reinforces their use - Proactively addresses ethical and people issues before they magnify
Relationships Work Collaboratively	Advanced	- Builds a culture of respect and understanding across the organisation - Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams - Builds co-operation and overcomes barriers to sharing across the organisation - Facilitates opportunities to develop joint solutions with stakeholders across the region and sector - Models inclusiveness and respect for diversity in people, experiences and backgrounds
Relationships Influence and Negotiate	Adept	- Builds a network of work contacts/relationships inside and outside the organisation - Approaches negotiations in the spirit of maintaining and strengthening relationships - Negotiates from an informed and credible position - Influences others with a fair and considered approach and sound arguments - Encourages others to share and debate ideas

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
Results Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Technology and Information	Adept	• Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements