



## Position Description

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| <b>Position Title</b>               | <b>Executive Assistant to the General Manager &amp; Mayor's Office</b>                                                                                                                                                                                                                                                                                                                                                  |
| <b>Position No.</b>                 | 9006                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Division</b>                     | Executive                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Section</b>                      | Executive                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Reports to</b>                   | General Manager                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Current Status</b>               | Casual                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Band/Level</b>                   | Band 2 Level 1                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Grade</b>                        | 9                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Step</b>                         | Entry to Step 4                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Last Reviewed</b>                | October 2026                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Conditions of Employment</b>     | <p>The employee will work within conditions detailed within the NSW Local Government (State) Award and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"><li>* Council's Salary Administration System</li><li>* Council's Code of Conduct</li><li>* Equal Employment Opportunity</li><li>* Equity &amp; Access to Training</li><li>* Performance Appraisal</li></ul> |
| <b>Work Health and Safety (WHS)</b> | <p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>                                                              |

## **Position Summary**

To be primarily responsible for providing executive assistance, secretarial and administrative support to the General Manager and Mayor and for the day-to-day management of other various administrative tasks.

To ensure Council's Business Papers and Committee Minutes are prepared and distributed in an accurate and timely manner.

The position also requires administrative support to be provided to Directors at the request of the General Manager, as such, the position of Executive Assistant provides the position holder with an opportunity to engage with a dynamic team actively engaged in high level work as well as to provide assistance at the highest level of Council.

This position will be required to attend meetings outside of normal hours.

## **Specific Duties and Responsibilities**

- **Provide secretarial and administrative support to the General Manager and Mayor**
  - Typing of reports and report preparation for the General Manager and Mayor.
  - Prepare correspondence on behalf of General Manager and Mayor for approval and registration of outgoing mail.
  - Liaise with external professional organisations on behalf of the General Manager and Mayor i.e. government bodies, solicitors etc.
  - Liaise with other Executive Assistants and collaboratively work to achieve the Executive's outcomes.
  - Offer project support and research for the General Manager and Mayor.
  - Organise travel arrangements for the General Manager and Mayor.
  - Receive correspondence for the General Manager and Mayor - screen, refer, investigate and resolve as appropriate, ensuring completion of achieved documents in a timely manner.
  - Maintain diaries and co-ordinate meetings for the General Manager and Mayor.
  - Prepare orders/stores requisitions for General Manager's approval.
  - Assist with the maintenance of registers for Policies, Standard Working Procedures, Terms of Reference and other statutory requirements.
  - Answer routine telephone enquiries for the General Manager - screen, refer, investigate and resolve as appropriate.
  - Receive internal and external customer enquiries for referral to an appropriate officer and/or scheduling of meetings with the General Manager such that unplanned interruptions to the General Manager are minimised.

- Co-ordinate General Manager's diary and assist in organising and prioritising the General Manager's tasks and activities
  - Co-ordinate the collation of receipts, allocation of cost account numbers and completion of statements with respect to the General Manager's and Mayor's corporate credit cards.
  - Assist the General Manager in the co-ordination of any tasks assigned through Council or the Executive Management Team including updating relevant Action Sheets
  - Assist with the preparation of agendas and minutes, and provide executive support to any additional Committee Meetings where required.
  - Assist with maintaining Council's registers for Policies, Standard Working Procedures, Terms of Reference and other statutory requirements within Pulse and/or other systems.
  - Assist with the collation of relevant data relating to Integrated Planning and Reporting requirements within Pulse for inclusion in corporate reporting.
  - Assist with the Doc Assembler System as requested.
  - Assist with the timely processing of the secondary-employment requests for staff as per SWP 9.3
- **Ensure Council's Business Papers and Minutes are prepared and distributed in an accurate and timely manner.**
- Assist with the preparation, distribution and archiving of Council Agendas, Business Papers and minutes for each Council and Committee Meetings as directed. (including Extraordinary Meetings as required) by the due dates. Including attendance at meetings which may include outside of normal hours.
  - Ensure set up and adequacy of resources for Council meetings are arranged.
- **Prepare and Submit advertising and media releases as required**
- Provide assistance with the coordination and preparation of advertisements, to be reviewed prior to submitting advertisements by due dates.
  - Liaise with media and staff regarding advertising specials, costings, etc.
  - Remit advertising costs to the Finance Department for payment.
- **Organise Civic Functions**
- Provide administrative assistance for the Organisation of Naturalisation Ceremonies including the receipt of Naturalisation Certificates, processing of invitations, co-ordinating attendance of Mayor, purchasing of gifts, organising catering and processing of information for distribution to relevant offices.
  - Provide administrative assistance for the Organisation of Civic Receptions/Functions including the preparation of guest lists/speakers, processing of invitations, organising catering requirements, preparing

presentations as required and processing any other arrangements (ie. travel/accommodation) required for the function.

- Civic Receptions/Functions may include, but are not limited to; visiting dignitaries, visiting members of other local government authorities, sister city program.

➤ **Undertake Additional Administrative Duties as Required**

- Assist with the preparation of reports and correspondence as required by the Executive Management Team
- Prepare agendas, take minutes and distribute minutes for Committees as required.
- Assist with bookings as requested for Council Chambers, Committee Room and other meeting rooms.
- Assist with the bookings for pool car(s).
- Organise purchase of refreshments for staff morning teas and catering for Council functions/meetings as required.
- Attend to customer enquiries as required
- Organise and promote charities/fundraising within Council Administration Building.
- Desktop publishing of material for the promotion of Council and its function.
- Ensure that administrative records are kept up to date.
- Perform secretarial support role for various internal and external committees.

## **Core Duties and Responsibilities**

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
  - Receive customer enquiries in a courteous and efficient manner
  - Research, assess and respond to customer enquiry within an appropriate timeframe
- Operate Office Equipment
  - Operate various office equipment items including photocopier, facsimile machine, heat binder, shredder.
  - Operate telephone equipment for incoming and outgoing calls.
- Operate Personal Computer in the completion of routine tasks;
  - Utilise personal computer to create, modify and complete documents, using various computer programs.

- Internal Communication;
  - Monitor employee sentiment and advise GM where necessary to respond to general morale issues and concerns.
  - Act as an informal conduit for correct information to be relayed to diffuse innuendo and speculation.
  - Assist with monitoring Facebook and other social media when necessary
- Work Health and Safety Responsibilities
  - Present for work in a fit state (not under the influence of drugs or alcohol)
  - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
  - Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
  - Not through act or omission create an unsafe workplace or environment
  - Ensure adherence to developed SWMS/RA, SOP's, Procedures
  - Assist in the development of specific SWMS/RA where identified and required
  - Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
  - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
  - Assist in the investigation of all injuries and incidents
  - Ensure the safe and correct use/application of plant, equipment and PPEC
  - Commitment to Council's Injury Management Procedure
  - Maintain good site housekeeping at work location
  - Contribute to continual improvement of workplace risk control processes
- Recordkeeping Responsibilities
  - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
  - Prioritise and complete allocated Recordkeeping activities
- Complete Time Sheets / Leave Applications
  - Complete Timesheets
  - Complete Leave Forms

**Supervisory Responsibilities**

Nil

**Signatures**

I agree to the requirements of this Position Description.

|          |       |
|----------|-------|
| _____    | _____ |
| Employee | Date  |

|            |       |
|------------|-------|
| _____      | _____ |
| Supervisor | Date  |

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## **Selection Criteria**

### **Qualifications, Skills and Experience**

#### **Essential**

- Class C Drivers Licence
- Relevant working experience.
- Thorough working knowledge of Microsoft Office 365 suite, including Word, Excel, PowerPoint, Outlook and Teams.
- Comprehensive verbal and written communication skills.
- Demonstrated organisational and time management skills.
- Ability to maintain confidentiality at all times.
- Exceptional customer service skills and ability to handle difficult situations.
- Positive and professional approach to work.
- Demonstrated commitment to the principles of integrity and honesty.
- Demonstrated commitment to the values of communication, accountability, respect, empathy and support (Council's CARES values).
- Demonstrated understanding of Work Health and Safety requirements.

#### **Desirable**

- Qualification in business administration or a related area.
- Experience in minute taking.
- Experience in agenda/business paper preparation and follow-up.
- Competent in use of computer software to obtain financial reports.
- Business writing skills.