

EXECUTIVE OFFICER TO THE CEO



POSITION DESCRIPTION

1. ORGANISATIONAL RELATIONSHIP

Reports to:	Chief Executive Officer
Department:	Governance
Number and Title:	Executive Officer to the CEO
Classification:	Level 6
Position Location:	Kununurra Administration Office (20 Coolibah Drive, Kununurra)
Supervises:	Nil
Internal Liaison:	Chief Executive Officer Councillors Directors All Shire staff
External Liaison:	State and Federal Government Departments Private Sector Organisations Stakeholders in the community Residents, Ratepayers and General Public
Extent of Authority:	Works within the confines of standards and procedures under the supervision of the Chief Executive Officer.

2. POSITION OBJECTIVE

This role is responsible for the provision of efficient, effective and compliant administrative and secretarial support directly to the CEO, in order to ensure the coordination of organisational executive support functions.

The role will focus on providing high level, professional support to the CEO including coordinating minutes and agendas for Committee Meetings and the Executive Management Team (EMT) arranging meetings for the Chief Executive Officer, travel and professional development opportunities for the CEO and the liaison with external stakeholders to facilitate activities such as Citizenship Ceremonies, visiting dignitaries and other ceremonial events.

This position will also provide support to the other staff within the Office of the CEO Directorate responsible for governance, risk, marketing, communications and elected member support, as and when directed by the CEO.

3. KEY RESPONSIBILITIES

The Executive Officer to the CEO is primarily responsible for:

- Provision of high-level administrative and secretarial support to the CEO including but not limited to; participating in the development of corporate and strategic objectives; supporting the Executive Management Team on assigned projects; preparing non-standard reports, correspondence and presentations for the CEO; and overseeing the implementation of decisions nominated by the CEO;

- Facilitating the delivery of accurate and timely Council agenda and minutes including the coordination and management of the reporting actions from Council resolutions as and when required;
- Coordinate through relevant staff, organisational activities requiring participation, involvement or responses by the Chief Executive Officer, including speeches, participation in civic events and responses to community members;
- Resolve, or direct through the Customer Request System, customer enquiries referred to the Chief Executive Officer;
- Liaise and negotiate with Council administration, community, business and constituent groups as required, in order to make internal and external recommendations which represent the Shire to the public and/or other organisations;
- Providing a high-level of customer service to both internal and external stakeholders with respect to CEO operational requirements, ensuring legislative requirements are adhered to at all times;
- Recording and reporting on external stakeholder contact and advocacy activity by the CEO;
- Assisting the CEO and Executive Management Team (EMT) with the delivery of accurate and timely team meeting agendas, minutes and other EMT items as necessary;
- In conjunction with relevant staff; developing and/or reviewing relevant Council Policies, Organisational Directives and Work Instructions, as directed by the CEO;
- Managing all aspects of booking of venues, set up and catering requirements for all events related to the Chief Executive Officer, and assisting where required with events related to the Shire President and Council;
- Complying with relevant legislation regarding documentation and record keeping and ensuring a high standard of general housekeeping is maintained for the area;
- Assisting relevant staff with aspects of governance and administration for the CEO as required;
- Assisting the Communications and Marketing Officer with administrative support, including events and ceremonies held by the Shire and delivery of quality corporate communications; and
- Any other reasonable duties as directed by the Chief Executive Officer and/or line management within known skills, knowledge and capabilities.

4. SELECTION CRITERIA - SKILLS, KNOWLEDGE, ATTRIBUTES AND EXPERIENCE

Essential:

- Highly developed skills in all interpersonal communication requirements at an executive level with a high attention to detail and accuracy;
- Highly developed organisational skills with the ability to manage time, work output and priorities and handle a range of tasks with competing priorities within tight timelines;
- Demonstrated ability to work within a team environment and autonomously;
- Demonstrated ability to effectively deal with sensitive, political and confidential duties;
- Demonstrated ability to write reports to a Council or Board;
- Demonstrated ability to effectively research and analyse information;

- Experience in a similar role involving the facilitation of minutes and agendas and provision of high level support to staff at an executive level; and
- Willingness to work outside of normal business hours on those occasions required by the Chief Executive Officer.

Desirable:

- Working knowledge of structure and role of local government, including awareness of *Local Government Act 1995* and other relevant legislation; and
- Knowledge of, and experience using, SynergySoft, web based conferencing systems and online document sharing systems (e.g. Google Docs).

5. SELECTION CRITERIA - QUALIFICATIONS/LICENCES

Essential:

- Current unrestricted WA “C” Class Driver’s Licence.

Desirable:

- Formal Business Administration and/or Local Government Qualifications (minimum Diploma level) and/or equivalent industry experience.

6. AUTHORISATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by occupant upon appointment to position or amendment to Position Description)