

POSITION DESCRIPTION

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| Position Title: Senior Administration Assistant | | | |
| Business Unit: | Infrastructure | Classification/Grade: | Band 2 Level 1 Grade 7 |
| Position No: | MC | Reports to: | MC Director Infrastructure |
| Location: | Jerilderie | Positions reporting directly to this position: | Nil |

Primary Purpose of the Position

The role of Senior Administration Assistant will provide executive administrative support to the Director Infrastructure, Infrastructure leadership team and their respective functions, facilitating the efficient and effective operation of the organisation. Infrastructure Department includes the functions of: Engineering; Fleet Management & Plant, Equipment; Roads and Streets; Town Services; Parks and Recreational Facilities; Water and Sewer.

Roles & Responsibilities

The Senior Administration Assistant is directly responsible for the following roles and responsibilities:

1. Executive support, secretarial and office services for the Director Infrastructure and the Infrastructure leadership team, including compliance with the Safety Management System and Environmental Management System as well as preparedness of the Emergency Management Plan.
2. Preparing, collating and disseminating as appropriate Infrastructure Department reports, business papers, Team Briefs and record minutes.
3. Facilitate communications between Council Staff, Councillors and the Community using the appropriate medium, website and social media platforms.
4. Ensure proper and accurate document, contracts and records management utilising Council systems, including managing hard copy mail and email traffic.
5. Assist with development of policies, procedures and presentations as required by the Director and department.
6. Provide administrative and secretarial support for the Various Committees, LEMO, Traffic, Plant (Heavy Light Vehicles) Vehicle Registration Insurance disposal including monitoring and reporting on specific actions arising from the Committee.
7. As necessary, provide support for the Executive Assistant, General Manager, with celebrations, community events and other functions.
8. Make travel arrangements, including conference registration and preparation of itineraries
9. Other duties within the skills, competencies and classification of the role as directed by the Director Infrastructure.
10. Prioritise own tasks to meet appropriate deadlines.
11. Respond to enquiries, action where possible or promptly refer to the appropriate persons to facilitate effective communications.
12. Research and analyse information under the direction of the Director in order to provide accurate and timely information for decision making and responding to specific enquiries.

13. Assist in coordination of Quarterly Reports in conjunction with Council's Delivery Program/Operational Plan.
14. Produce Purchase Orders and Goods Match invoices within Council's financial system to enable prompt payment for goods and services
15. Provide backup support to other staff to ensure the maintenance of high standards of customer service.
16. Coordinate Group's submissions to Council business papers to ensure deadlines are met.
17. Provide support when recruiting staff for the Group, including preparation of Job Advertisements, Information Packages, participating in the interview process, both as Convenor and/or delegate, preparation of selection report, arranging pre-employment medical assessments and drafting letters of appointment for signature by the Director.

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role.
- Act with Integrity, be ethical and professional and adhere to Murrumbidgee Council's Code of Conduct and Staff Values of *Trust, Respect, Honesty and Teamwork*.
- Conduct all work activities in accordance with relevant Quality Assurance, WHS & Risk and Environmental Management Systems and procedures.
- All employees have a legal obligation to comply with statutory and Council's WHS&R Management System, WH&S policies, procedures and work instructions.
- Where applicable comply with Council Delegation authorisation levels.
- Conduct all duties in accordance with Council's systems, plans policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.
- Maintain current C Class driver licence.

Scale and scope of Influence

- Exhibits positive behaviours by showing initiative, taking responsibility for own actions and referring issues of ethics and probity.
- Supports continuous improvement by identifying improvements to processes and practices and supporting change.
- Contributes to work area planning and prioritises workloads to meet deadlines.
- Impacts on the external image and perception of Council with regards to customer service and workplace behaviour.
- *Total Expenditure Control: Sign expenditure orders up to \$1,000*
Positions Reporting Directly to this Position: Nil
Positions that Indirectly Report to this Position: Nil
Number of Contractors Managed: Nil
Annual Value of Contracts Managed: Nil

Qualifications, experience and attributes

Qualifications/Licences

- Certificate IV in Business Administration or Certificate IV in Local Government or equivalent in a similar role.
- Hold and maintain current Class C drivers licence
- Work Cover Construction Induction Card (White Card)

Experience

- Minimum of five years in office management, including experience in a personal assistant role to executive management
- Extensive experience using Microsoft Office suite to produce a range of documents including correspondence, reports and spreadsheets and database entry
- Demonstrated competence with using the Microsoft Office suite of programs
- Well-developed capability to use computer-based systems

Attributes

- Preparedness to travel to other Council worksites and facilities in the Local Government Area.
- Excellent interpersonal and communication skills enabling constructive interaction with a range of stakeholders.
- Capability and preparedness to operate as a member of an organisational team, interact constructively with other team members and contribute to team effectiveness and achievements.
- Personally, well organised and with capability to maintain schedules, appointments and diaries for the Director.
- Capability to manage competing demands, establish rational priorities and troubleshoot within authority on behalf of the Director.
- Capability to work with minimal supervision and demonstrate good initiative

Essential Team Work and Customer Service Skills

- Ability to consult, share information and work collaboratively while maintaining strict confidentiality
- Ability to demonstrate customer service values
- Proven negotiation skills

Essential Technical Skills

- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.
- High level minute taking skills

Desirable

- Diploma Business Administration
- Several years of experience in an administrative role in Local Government or capability to source and accumulate knowledge and understanding of the operations of Local Government.

Authorisation:

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|--------------------------|-------|------------------------|---------------|
| Prepared By: | DI/PC | Date Issued: | December 2021 |
| Current Incumbent | | Date Commenced: | |
| Manager: | | | |
| Reviewed By: | | Date: | |

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.