

# CITY OF GREATER GEELONG

## POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

<b>POSITION TITLE:</b>	<b>Executive Assistant</b>
<b>POSITION NUMBER:</b>	2674
<b>DIVISION:</b>	Office of the CEO
<b>DEPARTMENT:</b>	Legal Services & Governance
<b>CLASSIFICATION:</b>	Band 6
<b>REPORTS TO:</b>	Executive Manager, Legal Services & Governance
<b>DIRECTLY MANAGES:</b>	N/A
<b>INTERNAL LIAISONS:</b>	Employees at levels of the organisation; Councillors and/or Administrators
<b>EXTERNAL LIAISONS:</b>	Ratepayers and businesses, community representatives, consultants and contractors, advisory groups
<b>DATE:</b>	May 2017

### **POSITION OBJECTIVES:**

The Legal Services & Governance Department sits within the Office of the CEO and is responsible for the provision of specialist legal advice, good governance, internal audit and high-level support to the Mayor and Councillors, ensuring Council operates as efficiently and effectively as possible.

The Executive Assistant provides high-level executive support to the Executive Manager, Legal Services & Governance, and to the wider Department across a range of administrative, legal support, operational and project activities.

### **POSITION RESPONSIBILITIES:**

#### **Key Responsibilities:**

1. Role model and promote Council values in all aspects of duty.
2. Provide a range of executive support functions to the Executive Manager including, but not limited to, extensive and complex diary and email management, high-level research, drafting and coordinating correspondence, high-level meeting and events coordination and administration, document and records management, and project support.
3. Build and maintain cohesive and collaborative working relationships with stakeholders at all levels, both internal and external.
4. Contribute to determining operational and administrative priorities for the Executive Manager and the wider Department.

5. Assist the Department with budget monitoring, including preparation of reports, raising purchase orders and processing invoices, within budget guidelines and delegation levels.
6. Provide high-level assistance to the Legal Services team including, but not limited to, drafting and finalising court and legal documents, and digital dictation.
7. Adhere to all Council's policies and procedures relevant to this position.
8. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

**Values:**

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

**Risk Management and Occupational Health & Safety Responsibilities:**

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

**KEY SELECTION CRITERIA:**

1. Previous experience in an Executive, Personal or Legal Assistant role.
2. Highly developed organisational skills with the capacity to coordinate tasks, determine priorities, monitor workflows and operate effectively as a member of a team in a highly pressured, and at times political, environment
3. Demonstrated knowledge and skills in business and legal administration including the use of information management systems and applications.
4. Highly developed interpersonal and communication skills, written and oral, and proven ability to liaise and communicate effectively and tactfully and to obtain cooperation from management, staff at all levels, and various stakeholders.
5. The ability to create and maintain databases, analyse statistics, prepare reports, written correspondence and presentations and to monitor budgets.
6. Commitment to adhering to the Council code of conduct and values.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Provides extensive executive support to the Executive Manager and wider Department, including making recommendations to the Executive Manager about priority setting of day to day activities.
- Exercises discretion within routine work including, but not limited to, financial matters, budgeting, executive support, workflow monitoring and document management.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

### **JUDGEMENT AND DECISION MAKING:**

- This position is a highly autonomous role where decisions may be made without referral to the Executive Manager, or more senior colleagues.
- Responsible for solving, to the best of their ability, issues that may arise which may be complex or technical in nature.
- Discretion is required in handling issues of a sensitive and/or confidential nature.
- Counsel and guidance will usually be available from the Executive Manager.

### **SPECIALIST SKILLS AND KNOWLEDGE:**

- Significant experience in an executive support role.
- Good understanding and working knowledge of the legal profession.
- Advanced computer literacy, with significant knowledge in using a range of software applications including, but not limited to, Microsoft Office suite, records management software (such as Records Explorer or TRIM) and financial software (such as Oracle).
- Strong understanding of the role of the Executive Manager and the wider Department, including an awareness of the longer term goals of the Department and the wider impacts it has on Council and the community.
- Exceptional attention to detail with a proactive and considered approach.

### **MANAGEMENT SKILLS:**

- Ability to “manage up and across” to ensure the effective coordination of physical, financial and human resources.
- Ability to anticipate the needs and set priorities of the Executive Manager.
- Effective people leadership with the capability to develop and coach in order to achieve success.

### **INTERPERSONAL SKILLS:**

- Exceptional communication skills, both written and verbal, with the ability to use plain English in a concise and informative manner.
- Strong relationship management across internal and external stakeholders at all levels.
- High-level organisational capability with a focus on strong time management and prioritisation skills.
- Proactive, positive and professional attitude with a flexible approach and ability to identify areas for improvement and initiate changes.

### **QUALIFICATIONS AND EXPERIENCE:**

- Extensive experience in an executive support role, preferably in a Legal environment.

## HOW TO APPLY

**Applications close:** 5:00pm Friday 2 June 2017

**Contact Person:** Rebecca Leonard, Senior Manager, Legal Services & Governance,  
(03) 5272 5105

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer  
Organisation Development  
City of Greater Geelong  
PO Box 104  
GEELONG VIC 3220

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