

POSITION DESCRIPTION

ADMINISTRATIVE COORDINATOR - OFFICE OF THE LORD MAYOR

POSITION DETAILS

POSITION No:	9628	UNIT:	Lord Mayoral
EMPLOYMENT STATUS:	Full Time	LOCATION:	Town Hall
		CLASSIFICATION:	MO Level 3

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community.

POSITION OBJECTIVE

To provide comprehensive support services to the Lord Mayor including a connection between the Lord Mayor, the organisation and the community through the provision of timely information and communication materials.

KEY FUNCTIONS AND RESPONSIBILITIES

- Oversee a broad range of confidential and high-level administrative support services to the Office of the Lord Mayor.
- Coordinate and monitor correspondence movements including the facilitation of and independently writing responses to enquiries or concerns from key stakeholders and the community.
- Develop briefing materials for meetings, speeches, events and functions utilising strong research and analyse skills and liaising with Council Divisions and external stakeholders to ensure the appropriateness of the content.
- Develop, maintain and review a database of key stakeholder information
- Maintain and review existing administrative procedures and processes whilst actively promoting ideas that support and improve the delivery of functions to support the Office of the Lord Mayor.
- Maintain corporate records in line with Council policies and procedures.
- Coordinate, deliver and support special projects and a broad range of events, forums and functions including the annual ANZAC Day ceremony, Freedom of Entry marches and Lord Mayoral, Civic and Ceremonial functions and activities.



City of **HOBART**

Work Health and Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

- The Administrative Coordinator – Office of The Lord Mayor, is a member of the Lord Mayoral Support Team and is responsible directly to the Projects and Executive Officer for all operational and management matters.
- Close liaison with members of the elected Council, Directors, Managers, supervisor and staff will occur on a regular basis

2. EXTERNAL

- Daily interactions with City of Hobart residents and ratepayers, government agencies, business, industry and community groups and the general public.

SELECTION CRITERIA

1. Completion of an Advanced Diploma in a business/public administration field or similar, coupled with several years of experience providing administrative support to elected officials or senior executives.
2. High standard of ethics and confidentiality including knowledge of protocol and etiquette within the context of a political environment.
3. Strong ability to communicate professionally with people from all backgrounds and levels of seniority.
4. Demonstrated ability to provide effective research and analysis on a variety of topics utilising a variety of relevant and factual mediums.
5. Demonstrated high level of skills in the use of Microsoft Office to produce professional documents, including but not limited to correspondence, presentations, briefing papers and reports.
6. Effective management and coordination of meetings ensuring appropriate briefings, pre-meeting information, timing and prioritisation of invites is achieved.
7. Demonstrated ability to exercise good judgement, including the ability to make independent decisions about work priorities and routine enquiries.
8. Strong organisational skills, the ability to successfully manage competing priorities, and maintain attention to detail and whilst meeting often tight and conflicting deadlines.
9. Current Drivers Licence and Police Check.