



Executive Assistant - Corporate Support

POSITION PROFILE

Division	Corporate Support	Status	Permanent Full-Time
Unit	Corporate Support	Salary Grade	Grade 9
Reports to	Corporate Strategy Coordinator	Reviewed	January 2021

STRATEGIC INTENT

The Corporate Support directorate is responsible for facilitating enhanced business outcomes across Sutherland Shire Council through the provision of professional services across technology information management, strategy, financial management, people and culture, communications and engagement, customer experience, risk management, corporate governance, legal services, and procurement.

Through the provision of outstanding levels of executive support to the Corporate Leadership Team, the Executive Assistant – Corporate Support contributes to the achievement of Council’s strategic objectives.

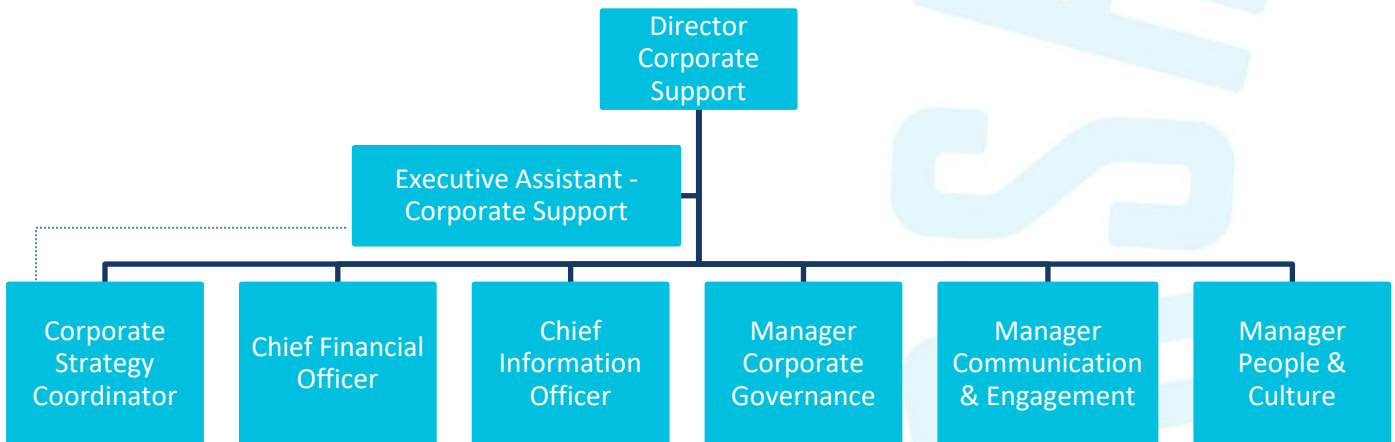
POSITION PURPOSE

The Executive Assistant is a primary contact for the Corporate Support Directorate and is required to promote and model a positive and collaborative culture and foster strong relationships across all levels of Council.

The Executive Assistant – Corporate Support provides a broad range of executive and administrative support for the Director, as well as the senior managers within the Corporate Directorate. The Executive Assistant will ensure executive and administrative support is undertaken professionally, efficiently and confidentially.

The Executive Assistant – Corporate Support will proactively contribute to the enhancement of Council’s administrative professional’s network, identifying and realising opportunities for continuous service improvements.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

Outcomes to be delivered

- Provision of high-level executive support to the Director and Senior Leadership Team including diary management, correspondence, travel arrangements, workflow management, and meeting support.
- Assess internal and external stakeholder/customer needs and initiate appropriate action.
- Research, collate and coordinate reports, advice and briefings on directorate matters to support informed decision making and planning.
- Develop, implement and review core business processes.
- Apply discretion and initiative in responding to or redirecting as appropriate complex issues of an organisational or directorate nature.
- Network and liaise across the organisation to facilitate inter-directorate and corporate communication
- Administer and coordinate projects, conferences and workshops as directed.
- Provide leave coverage for the Executive Assistant to the Mayor and the CEO.
- Proactively contribute to the organisation's administrative professional's network.

Performance Management:

- Proactively monitor and self-manage performance, and act on constructive feedback.
- Commitment to ongoing professional development.

Customer Management:

- Ensure all interactions with customers (both internal and external) align with our brand, enhance our relationships, improves customer satisfaction, and informs service delivery.

Other:

- Any other duties within area of skill as directed.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Desirable	- Tertiary qualifications in business administration or similar.
	Essential	<ul style="list-style-type: none"> - Substantial transferable experience in the provision of all aspects of Executive level support, to multiple senior staff. - Highly developed interpersonal skills with the ability to build strong, respectful, and collaborative relationships with a broad range of stakeholders. - Highly organised, with excellent time management skills, outstanding attention to detail, and the ability to prioritise competing tasks. - Demonstrated experience in producing high quality written communication, including the drafting of correspondence, letters, speech notes, media releases. - Sound research capabilities and an ability to interpret a wide breadth of information and issues. - Strong problem solving skills and the ability to identify creative solutions to enhance service delivery. - Demonstrated experience leading projects to deliver objectives on time, to the required quality, and on budget.
	Desirable	- Experience operating in a local government environment.
Experience, skills and professional attributes		

CORE CAPABILITIES

Attributes	Goals oriented:
	<ul style="list-style-type: none"> - Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, displaying initiative and resilience.
	Operational planning / thinking:
	<ul style="list-style-type: none"> - Prepare and work to a plan for delivery of operational actions aligned to Council's strategic and tactical outcomes over a monthly, quarterly, and annual basis.
	Communication skills:
	<ul style="list-style-type: none"> - Clearly articulate technical and operational issues. Identify and tactfully deal with sensitive matters.
	Relationship management:

Our Values	<ul style="list-style-type: none"> - Able to build strong relationships by winning respect at all levels through collaboration, provision of sound advice, reliability and personal integrity. - Constructively deal with difficult or sensitive issues.
	<p>Team focussed:</p> <ul style="list-style-type: none"> - Mentor other members of the administrative professionals network, sharing skills, experience and knowledge. - Work collaboratively to improve consistency and quality of administrative and executive support across the organisation.
	<p>Decision making:</p> <ul style="list-style-type: none"> - Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.
	<ul style="list-style-type: none"> - Our values of Collaborate, Achieve, Respect, and Evolve will be embedded in the approach taken to the above attributes.

CORPORATE OBLIGATIONS

Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Delegations	Authority to operate within the Delegations attached to the position and acting within this authority.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Financial Management	Managing expenditure within a budget, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Integrated Planning & Reporting	All employees must understand the integrated planning & reporting framework, the objectives and how they contribute to the long-term outcomes.
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.

Workplace Behaviour & EEO

All activities must comply with Council's Workplace Policies, Determinations and Guidelines.

Workplace Health and Safety

Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.