

Position Title:	Coordinator Executive and Strategy	Directorate:	CEO
Position Number:	100095	Department:	Stakeholder and Executive
Employment Status:	Full-Time	Position Type:	Indoor Employee
Employment Type:	Permanent	Location:	374 Main Road, Glenorchy
Classification Structure:	Grade 7		
Reports to:	Manager Stakeholder and Executive		

PRIMARY PURPOSE:

The primary purpose of this position is to provide high-level strategic and executive support to the Chief Executive Officer (CEO) and oversee support to both the CEO and the Mayor to ensure the effective delivery of Council's governance and corporate objectives.

The role is responsible for coordinating key administrative, strategic planning, and governance functions to ensure the smooth operation of Council's leadership and decision-making processes. This includes:

- Facilitating the efficient administration of Council meetings, workshops, and management meetings.
- Coordinating the development, implementation, and reporting of Council's corporate strategic planning obligations.
- Managing day-to-day Elected Member governance and enquiries.
- Analytical and editorial support to the CEO through the preparation and review of complex correspondence, reports, and briefings.
- Leading and supporting the Executive Assistants to the CEO and Mayor to ensure cohesive and professional executive administration across the Office of the CEO and the Office of the Mayor.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Coordinator Executive and Strategy** reports to the **Manager Stakeholder and Executive** for all operational and management matters.
- The role is a key contributor to the Executive Leadership Team (ELT) and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.
- This position supervises **the Executive Assistant and Executive Support Officer**.

2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, industry suppliers, service providers, visitors and contractors.

Accountabilities And Responsibilities

Elected Member governance and administration	<ul style="list-style-type: none"> ▪ Oversee the Council meeting cycle, including editorial quality of reports, software systems, agenda and minute preparation and co-ordination of progress reporting on action items. ▪ Co-ordinate and arrange responses to public and Elected Member questions on notice and petitions. ▪ Oversee the Council workshop cycle, including programming and editorial quality. ▪ Manage day to day Elected Member governance and enquiries, including <ul style="list-style-type: none"> ○ co-ordinating and providing responses to constituent enquiries ○ actioning Elected Member training requests
Executive Support	<ul style="list-style-type: none"> • Assist the CEO by: <ul style="list-style-type: none"> ○ drafting and/or editing complex correspondence and reports ○ undertaking and reporting on high-level research. ▪ Executive support for ELT, the Management Team and Coordinators' meetings, including: <ul style="list-style-type: none"> ○ meeting arrangements ○ agenda setting ○ arrange minute taking, where required ○ follow up on actions.
Corporate strategic planning and status reporting	<ul style="list-style-type: none"> ▪ Responsible for coordinating corporate strategic planning and status reporting including. <ul style="list-style-type: none"> ○ Community, Strategic and Annual Plan development and review, as required including facilitation, document preparation, and arranging graphic design. ○ Annual Plan progress reporting. ○ Quarterly reporting. ○ Annual Report preparation.
Leadership	<ul style="list-style-type: none"> ▪ Supervise the Executive Assistants to the CEO and Mayor, including: <ul style="list-style-type: none"> ○ day to day leadership and support ○ performance management.
Team Work and Collaboration	<ul style="list-style-type: none"> ▪ Collaborate with all Council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication. ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.

Customer Service	<ul style="list-style-type: none"> ▪ Represent the Council in a professional and positive manner. ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	<ul style="list-style-type: none"> ▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. ▪ Perform additional duties that are within the scope of skills, competencies, and training, consistent with the classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	<ul style="list-style-type: none"> ▪ Undertake all activities in accordance with Council’s Code of Conduct, Values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.

Key Selection Criteria	
Essential Qualifications	<ul style="list-style-type: none"> Relevant tertiary qualifications and/or significant demonstrated experience in a comparable role.
Desirable	<ul style="list-style-type: none"> Nil
Licences	<ul style="list-style-type: none"> Current registration to work with vulnerable people (RWVP) Current Drivers Licence (preferred but not essential)
Skills and Experience	<ul style="list-style-type: none"> High level attention to detail with the ability to prepare, review, and manage correspondence and report writing. High level communication and interpersonal skills with a proactive, positive approach. Strong organisational skills with the ability to manage competing priorities and time effectively. A solid understanding of formal meeting procedures and associated documentation. Demonstrated teamwork and leadership capabilities. Experience working within local government systems, processes, and legislation. Understanding of corporate strategic planning systems and processes.

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

Our Values



WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters



WE ARE TRUSTED

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn



TOGETHER WE ARE BETTER

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge



WE DELIVER

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own

We trust and are **TRUSTED** by each other

We know that by working **TOGETHER** we achieve better outcomes

We take personal responsibility, and together we **DELIVER** for our community

ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	