



## Position Description – Executive Assistant to the Mayor

<b>Division</b>	Chief Executive
<b>Portfolio</b>	Chief Executive
<b>Business Unit</b>	Chief Executive
<b>Level</b>	5
<b>Reports To</b>	Chief Executive Officer
<b>Prescribed Position</b>	No

### Position Objective

The Executive Assistant provides a high level of professional support to the Mayor to ensure excellence in service delivery and customer experience for all community members.

### Key Responsibilities

- Provide confidential and professional executive support within the Chief Executive Office, principally to the Mayor, to ensure the efficient flow of administrative and governance processes through the Mayor's Office.
- Efficiently, effectively and consistently process Mayoral correspondence and appointments, primarily via electronic means using workflows and Content Manager (CM),
- Maintain a high level of awareness of matters coming into or out of the Mayor's Office to effectively respond to enquiries and exercise sound judgement in determining the most appropriate response.
- Research, evaluate and respond to correspondence on behalf of the Mayor, whilst collating information and providing briefings and opinions as necessary.
- Effectively manage the Mayor's diary, ensuring competing demands and priorities are met and that the Mayor is well briefed and prepared for all functions/appointments.
- Prepare the monthly Mayoral report and conference attendance reports on behalf of the Mayor.
- Prepare and monitor the Mayor's Office budget in conjunction with the Executive Assistant to the CEO.
- Support the Mayor in interactions with community groups, residents, Council members, Members of Parliament, Officers of the State Government, leaders and employees at the City of Charles Sturt.
- Coordination of events and functions hosted by the Mayor, including Citizenship ceremonies and Civic or other events.

- Work collaboratively with other members of the Administrative Professionals Group, in particular the Executive Assistants of the CEO and General Managers.
- Collaborate with the Manager Media, Marketing and Communications to coordinate the Mayor's timely responses to media matters and assist in the preparation of speeches or speech notes, when required.
- Be on call for out of hours Council requirements by the Mayor.
- Other duties, projects and activities to ensure effective and efficient operations of administration and the Mayor's office.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

## **Selection Criteria**

### **Skills**

- Proven ability to build positive relationships utilising effective impact and influencing skills with all levels across the organisation, Council members, customers, community and external stakeholders.
- Exceptional commitment to people and customer experience excellence.
- Ability to use initiative and generate innovative solutions and ideas.
- Ability to demonstrate a high degree of initiative, energy, positivity and enthusiasm.
- Ability to act with sound judgement and discretion demonstrating tact, diplomacy and confidentiality.
- Ability to plan and organise work, while being flexible to changing conditions and priorities.
- Proven ability to work efficiently in a team environment.
- Ability to operate efficiently under pressure, to deal effectively with competing demands and to produce high quality responses in limited timeframes.
- Use of corporate technology including systems in electronic document management / workflow systems, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the organisation.

## Knowledge

- Extensive knowledge of general office procedures and practices.
- Knowledge of Local, State and Federal Government protocols.

## Experience

- Experience working in a political environment and working with sensitive and confidential information.
- Demonstrated experience at a Senior Executive Assistant level, preferably in a political environment.
- Experience in researching, analysing and compiling detailed information.
- Demonstrable event management experience.

## Qualifications & Requirements

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| • A Certificate IV in Business Administration or related field and/or commensurate demonstrated experience in lieu of formal qualifications | Essential |
| • Car Licence   | Desirable |