

POSITION DESCRIPTION

EXECUTIVE COORDINATOR

Office of the Director Community Development

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
• Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	• Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	• Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication

POSITION DESCRIPTION



The position is:

Position Title	Executive Coordinator		
Department & Section	Community Development		
Team	Community Development Administration		
Reporting to	Director Community Development		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 5		
Position Number	4020	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

This position supports the community by ensuring the Office of the Director Community Development is well coordinated, responsive and equipped to support community-focused services, strong customer experience and public value.

What does the position do?

- Provide high-level executive support to the Director Community Development, coordinating information, correspondence, competing priorities and sensitive matters with discretion and efficiency.
- Represent the Office of the Director through professional, responsive and customer-focused interactions with internal and external stakeholders.
- Anticipate emerging issues, competing priorities and deadlines, coordinating information, advice and follow-up actions to support timely and effective Directorate outcomes.
- Undertake research, analysis and issue assessment to identify options, risks, implications and recommendations, and prepare high-quality reports, briefings, correspondence, business cases and materials for the Director, Executive, Council or committees.
- Prepare, edit and quality check council reports, executive reports, presentations, briefing materials and other written content on behalf of the Director Community Development, ensuring accuracy, appropriate tone and alignment with Council protocols.
- Provide cross-directorate administrative and project support to coordinate workflows, share information and support organisational priorities.
- Work collaboratively with the Marketing and Communications team, who guide the organisation's communications approach, to proactively contribute to and generate communications that promote Directorate services, demonstrate their impact, and support high-quality responses to community and stakeholder enquiries.
- Coordinate responses to complex community and stakeholder enquiries by seeking input from relevant managers, monitoring progress and ensuring timely follow-up that supports a positive customer experience.
- Exercise judgement and initiative to resolve issues, improve administrative processes and support service delivery within established frameworks.
- Manage the Director's emails, calls and correspondence, determining appropriate responses, referrals, escalations and follow-up.
- Manage the Director's calendar, appointments and travel arrangements, exercising judgement about access, priorities and commitments.
- Coordinate and develop meeting and event materials, including briefing notes, agendas, minutes, actions and follow-up.
- Identify and lead improvements to executive support systems, business processes, information management, reporting and technology use to improve efficiency, consistency, accountability and decision-making.

- Contribute to the Executive Administrative Group by modelling positive morale, initiative, collaboration and continuous improvement.
- Build and maintain effective internal and external relationships to support information sharing, day-to-day coordination and stakeholder responsiveness.
- Maintain confidentiality, information security and records for the Office of the Director Community Development.
- Contribute to Council's constructive culture, organisational values and community outcomes.
- Undertake other reasonable duties as required.

What outcomes does the position deliver?

- High-quality executive and administrative support is provided to the Director Community Development, including coordination of sensitive, complex and time-critical matters.
- The Office of the Director Community Development is represented professionally, responsively and with a strong customer focus.
- The Director Community Development is supported to manage time, workload, commitments and competing priorities effectively.
- Stakeholders receive clear, accurate and timely communication that demonstrates discretion, diplomacy and sound judgement.
- The position applies sound judgement, problem-solving and informed decision-making within established frameworks.
- The role works autonomously, manages competing priorities and seeks guidance or escalates matters when appropriate.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks and improve processes
- Works autonomously and exercises sound judgement
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts
- Strong and effective communicator and listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- Politically astute
- Calm when managing competing priorities

Qualifications for the position

- Tertiary study in Business Administration/Management or a relevant discipline.

Experience & Skills

- Extensive experience providing high-level executive, business coordination, project or advisory support to a senior leader in a large, complex and politically sensitive organisation.
- Ability to work with limited supervision, exercising sound judgement, discretion and initiative while managing competing priorities, sensitive matters and stakeholder expectations.
- Highly developed research, analysis, problem-solving and written communication skills, including preparing reports, briefings, correspondence, business cases, recommendations and materials for senior leaders, Executive, Council or committees.

- Proven ability to coordinate priorities, actions, deadlines, information flows, projects, reviews and improvement initiatives across teams, departments or directorates to support organisational priorities.
- Ability to manage confidential, politically sensitive or high-profile matters with diplomacy, discretion, reputational awareness and sound judgement.
- Experience influencing stakeholders, contributing to forums and building effective relationships with leaders, Elected Members, community stakeholders, partner organisations and external agencies.
- Experience improving governance frameworks, reporting systems, business processes, service coordination, performance monitoring, planning, budgeting, workforce or resource planning.
- Advanced capability using Microsoft Office, records management, enterprise systems and corporate technology to manage information and support efficient business coordination.

Knowledge

- Knowledge of contemporary executive support, senior administrative, business coordination and project coordination practices required to support a Director in a complex organisational environment.
- Sound knowledge of local government operations, governance, protocols and decision-making processes, including the roles of Elected Members, senior officers, government representatives, dignitaries and community stakeholders.
- Understanding of customer service, stakeholder communication, reputational risk, confidentiality, records management and information management requirements in a public sector context.
- Awareness of the community, political and service delivery environment in which Community Development services operate.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.

POSITION DESCRIPTION



- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.