

POSITION DESCRIPTION

EXECUTIVE ASSISTANT - MAYOR AND ELECTED MEMBERS

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

The position is:

Position Title	Executive Assistant - Mayor & Elected Members		
Department & Section	Corporate Services – Strategy and Performance		
Team	Governance		
Reporting to	Team Leader Governance		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 4		
Position Number	1021	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

- This position plays a key role in supporting the Mayor and Elected Members to foster meaningful engagement with our community. Through a proactive approach and exceptional organisational skills, the position ensures that the Office of the Mayor is responsive, efficient, professional, and presents Council in a positive light in all interactions with our community. The Executive Assistant – Mayor & Elected Members will be a part of demonstrating Council's commitment to community leadership and excellence in relationship management.

What does the position do?

- Provides confidential and professional executive support to the Mayor and the Elected Members, exercising sound judgement, discretion and political awareness to support effective leadership and community outcomes.
- Establishes, maintains and documents administrative processes to ensure the effective, consistent and resilient operation of the Mayor's Office.
- Applies informed judgement and discretion in managing the Mayor's calendar and commitments, ensuring competing priorities are balanced, and that the Mayor is thoroughly briefed and equipped with the relevant materials for all engagements.
- Coordinates Mayoral messages, speeches, media responses and promotional opportunities in collaboration with relevant staff and Media and Marketing Team as required.
- Reviews, researches, and evaluates incoming correspondence on behalf of the Mayor using sound political and organisational judgement to determine appropriate responses.
- Provides proactive, high-quality support to the Mayor and Elected Members by preparing tailored briefing papers and reports, facilitating access to organisational information, and coordinate timely communications to Elected Members through appropriate communication channels.
- Undertakes research, contributes to special projects and provides input to corporate projects and programs as required.
- Prepares the Mayor's report to Council and other formal Council reports as required.
- Ensures all documentation is accurate, timely and presented to a high professional standard.
- Applies exceptional public relation skills to support the Mayor in interactions with residents, ratepayers, businesses, visitors, Elected Members, the Chief Executive Officer, Members of Parliament, Officers and Council staff.

- Facilitates effective engagement with Elected Members, the Mayor and the broader organisation through proactive and responsive service delivery while identifying opportunities for continuous improvement.
- Coordinates Elected Members' requirements relating to events, travel, allowances, training and development.
- Oversees the gifts and benefits registers, and other legislative obligations for the Mayor and Elected Members.
- Collaborates with Governance and Finance to manage Elected Member reimbursements in accordance with Council policies and legislative requirements
- Plans and delivers civic and community events, including the management of citizenship ceremonies, civic ceremonies and coordination of the Mayor's attendance at official events.
- Actively contributes as a member of the Governance team, supporting broader team priorities, projects and functions where required and where capacity permits, and participates collaboratively with the Executive Assistants team. Personally comply with and ensure that defined information management practices, policies and principles are embraced within the workplace.
- Works flexibly to meet the operational requirements of the position, including supporting workshops, civic functions and other events held outside standard business hours, as required.

What outcomes does the position deliver?

- A safe and compliant environment for children and vulnerable people is actively maintained, with appropriate action taken in line with Council's Child Safe Environment Policy.
- Full compliance with the Code of Conduct and all relevant Council policies, procedures and guidelines are consistently achieved.
- Strong civic and corporate governance outcomes are delivered through active and effective contribution to the Governance team, including support for the Office of the Mayor and broader Governance team priorities and functions. A consistent, high-quality level of executive support is achieved through active participation in the Executive Assistants working group.
- The Mayor is supported to deliver an exemplary standard of service to the community, with customer issues proactively coordinated and resolved in a timely and professional manner.

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
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- Qualifications in Business Administration or a related field would be an advantage.
- Current Driver's Licence is essential.

Experience

- Local or state government experience will be well regarded.
- 3 years minimum experience in providing executive level support services within the office of an elected official or a senior executive is essential.

Knowledge

- A broad range of governance functions including conflict of interest requirements, Code of Conduct considerations, gifts and benefits registers, allowances and benefits, training and development requirements etc.
- Effective administrative processes.
- The work activities and routines performed within the local government environment.
- Local, state and federal government protocols.
- Customer service principles and approaches.
- Local Government Act 1999 (the Act) and the respective roles of Elected Officials and Administrative staff.
- Advanced knowledge of the Microsoft Office suite of desktop application
- Operating effectively in a complex political environment, with a strong understanding of political relationships, community expectations, confidentiality and protocols is essential

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.