



EXECUTIVE ASSISTANT TO CEO AND DIRECTOR CORPORATE SERVICES

The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

We have a plan to achieve our vision:

ECONOMY

We are a thriving economy and a business-friendly City

COMMUNITY

We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike

ENVIRONMENT & HERITAGE

We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated

PLACEMAKING

We are a unique and distinctive collection of active places, created and cared for through strong partnerships

LEADERSHIP

We are an innovative, collaborative and high performing leader within local government

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 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
<ul style="list-style-type: none">• The 'why'• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	<ul style="list-style-type: none">• The 'what'• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	<ul style="list-style-type: none">• The 'how'• Trust, honesty, integrity• Care and support each other• Work as a team• We celebrate success• We are accountable• Open communication

POSITION DESCRIPTION



The position is:

Position Title	Executive Assistant to the CEO and Director Corporate Services		
Department & Section	Corporate Services		
Team	Corporate Services Admin		
Reporting to	Director Corporate Services		
Positions Reporting to it	Nil		
Classification and Stream	MOA 4		
Position Number	3050	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

This position contributes to the community by ensuring that the Office of the CEO and the Office of the Director Corporate Services are well supported, and therefore more able to provide excellent community outcomes, strong leadership and outstanding customer experience.

What does the position do?

- Provide confidential and professional administrative support to the CEO and to the Director Corporate Services prioritizing tasks in accordance with their requirements.
- Support the working relationship between the CEO, Director Corporate Services, the Mayor, and elected members.
- Undertake special projects and search for documents and materials as directed by the CEO or Director Corporate Services
- Manage the CEO and Director Corporate Services' diary including high level liaison with Mayor, Elected Members, external parties and the community to coordinate activities
- Ensure the CEO and Director receives information and briefing material required prior to attending functions and meetings
- Work closely with managers developing a rapport to be able to ensure the functions of the Corporate Services department are effectively delivered.
- Coordinate responses to community issues and queries, seeking input from relevant Managers with a strong focus on customer experience
- Ensure task lists and emails are managed and proactive action taken where appropriate
- Assist with the preparation of Council reports, presentations, and correspondence to support the work of the CEO and Director Corporate Services
- Provide executive support to the Executive Leadership Team for meetings, along with the monthly budget performance meeting
- Provide assistance to the Corporate Services Directorate as requested by the Director Corporate Services
- Operate proactively, and with a high degree of initiative and judgement in solving problems and improving processes
- Ensure that purchasing and budget activities are managed appropriately, in accordance with Council's delegations, financial controls and procurement policies
- Ensure effective administrative processes are maintained, including records management, and that processes are documented to allow other staff to assist if required
- Work closely with the Executive Assistant to the Mayor and Elected Members, and other Executive Assistants to deliver cohesive, supported and high functioning executive support.

POSITION DESCRIPTION



- Ensure compliance with the Code of Conduct, Council policies, procedures and guidelines.

What outcomes does the position deliver?

- Professionally represents the Office of the CEO and Director Corporate Services maintaining a customer focussed, accessible and responsive brand at all times
- The CEO and Director of Corporate Services are well supported in managing their time, workloads and competing priorities
- Communicates in a professional and customer focussed manner with a diverse range of stakeholders

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

- Effective communication - information sharing which is easily understood
- Problem solving - identify solutions for problems
- Self-motivated - self-driven enthusiasm and optimism to complete tasks
- Personal development - pursuit of knowledge and skills, seeking to improve oneself
- Personal leadership - take responsibility for self and maximise own potential
- Innovative - creative thinking, new ideas, processes or thinking
- Adaptability to change - open to new ideas and concepts within the working environment
- Decision making - ability to consider alternatives and determine an appropriate course of action
- Quality relationships - develop constructive work relationships through trust and effective interpersonal skills
- Influencing - interpersonal communication skills encouraging opinion and feedback

Qualifications for the position

- Qualifications in Business Administration or a related field is desirable

Experience

- Experience providing senior executive level support to an Elected Official, a CEO or member of an Executive team is desirable
- Preparation of correspondence and reports, including reviewing and providing drafts for consideration
- Operating in a political environment, with a strong understanding of political relationships, confidentiality, and protocols
- Reviewing business processes to ensure they are effective and efficient
- Use of contemporary software, including Excel and Word, social media platforms, and records management tools
- Local or state government experience will be well regarded

Knowledge

- Knowledge of effective senior level administrative processes required to support the Office of the CEO and the Office of the Director Corporate Services
- Knowledge of local, state, and federal government protocols
- Knowledge of customer service principles and approaches
- Awareness of records management responsibilities and practices relevant to this position

POSITION DESCRIPTION



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.

Our Safety and Return to Work Commitments

- Take reasonable care for their own health and safety.
- Take reasonable care that his or her 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 his or her safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____