

# Position Description

## Executive Assistant

<b>Your role:</b>	Executive Assistant, Community & Development
<b>You will report to:</b>	Director, Community & Development
<b>Your Directorate:</b>	Community & Development
<b>Your Salary Level:</b>	General Officer Level 4 (\$94,673.85 to \$101,540.86)
<b>Special Conditions:</b>	Some out of hours work and working at different locations may be required. A satisfactory Medical Clearance for this role is required

### Position Overview

In this position you will provide high-level administrative and executive support to the Director of Community and Development, ensuring the efficient management of their calendar, correspondence, and interactions with staff and customers. You will contribute to both the Director's and the Directorate's success through a wide range of responsibilities, including preparing reports, maintaining registers and databases, tracking action items, and coordinating leadership meetings. You will have a proactive approach, where sensitivity and strict confidentiality are essential to anticipate and address the Director's needs effectively.

This position works within a dynamic, service focussed environment, with ongoing changes. You will be required to make informed decisions using your judgment, guided by established policies and procedures, while keeping the Director's expectations in mind.

### About the Team

You will be part of a Directorate dedicated to shaping a vibrant and thriving community through visionary leadership, active collaboration, continuous improvement and a commitment to excellence in service delivery. You will be part of a team that fosters strong community connections and strives to deliver outstanding outcomes in community and development services. Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.

## Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

## Our values

Grounded In Trust	Build strong foundations through respect, safety, integrity and transparency
Cultivating Connections	Engage with each other and our community to create a thriving, collaborative environment.
Nurturing Excellence	Deliver with pride to achieve the best outcomes and celebrate our success.
Sowing Seeds for Tomorrow	Foster growth and innovation for a sustainable future

## Your Stakeholders

Internal	Director, Community & Development Elected Members, Directors, Managers, and other employees across the organisation
External	Community individuals and groups, regulatory bodies and Government departments, including Local Government bodies, suppliers, consultants and contractors

## Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

## Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.



## Position Responsibilities

- Provide executive-level support to the Director Community and Development.
- Support the operations of the directorate and the delivery of Community and Development projects and initiatives.
- Provide shared support for Executive Leadership Team, and support Council meetings and workshops with setup, catering, and other coordination duties
- Manage the Director's calendar and appointments.
- Organise meetings and prepare relevant documents and reading materials.
- Manage incoming correspondence and emails, including redirecting to appropriate parties for action, and following up on the preparation of responses.
- Effectively follow up matters arising from meetings.
- Provide editing and formatting support for presentations, documents and reports.
- Maintain confidentiality including political, employee and commercial information.
- Ensure required timelines for key organisational processes are achieved, for example action lists, corporate updates, project reporting, agenda reports, induction of new employees.
- Manage and keep current registers, logs, and other required documentation for administrative and reporting purposes of the Council or Executive Leadership Team.
- Organise team and leadership meetings for the Community and Development directorate.
- Provide support for All Staff meetings and functions.
- Assist in the preparation of staff news and updates, including sourcing information from teams and leaders.
- Maintain the organisational chart for the Community and Development directorate.
- Shared responsibility for ordering stationery.

## Position Criteria

Technical Knowledge & Experience	<ul style="list-style-type: none"><li>• Demonstrated high level organisational skills and initiative including experience in work planning, prioritising to meet deadlines, often with competing demands in a complex administrative environment.</li><li>• Highly developed verbal and written communication skills including report writing and drafting briefings and presentations.</li><li>• Ability to use common business software at an advanced level.</li><li>• Manage time, plan and prioritise projects and tasks and organise work to meet deadlines.</li><li>• Experience in agenda preparation and minute taking.</li><li>• Experience providing a high level of executive assistance and support.</li></ul>	Essential
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Collaboration and Communication	<ul style="list-style-type: none"> <li>Experience preparing staff communications including sourcing information from teams and leaders.</li> </ul>	Essential
Qualifications	<ul style="list-style-type: none"> <li>Diploma in Business or Local Government administration, or other relevant formal qualification or equivalent experience to perform at this level.</li> </ul>	Essential
Customer Service	<ul style="list-style-type: none"> <li>Demonstrated achievement in and enthusiasm for the provision of high quality customer service</li> </ul>	Essential
Government Experience	<ul style="list-style-type: none"> <li>Experience working in a government environment</li> </ul>	Desirable
Corporate Experience	<ul style="list-style-type: none"> <li>Working knowledge of Office 365 and use of corporate technology.</li> </ul>	Essential
Finance Delegations	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
People Leadership	<ul style="list-style-type: none"> <li>Nil</li> </ul>	

# Job Requirements Guide

Frequency guide 1. Constant (ongoing, occurs daily) 2. Frequent (occurs 1-2 times daily) 3. Occasional (occurs 2-4 times per week) 4. Infrequent (occurs once per week or less)						
Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y	X				
Walking	Y	X				
Sitting	Y	X				
Bending /twisting the back	Y			X		
Bending /twisting the neck	Y			X		
Kneeling/squatting/ crouching	Y				X	
Climbing e.g. stairs/steps/ladders	Y			X		
Reaching forward /sideways >30 cm	Y			X		
Working with hands above shoulder height	N				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	Y			X		
Pushing/pulling/dragging	Y				X	
Gripping/grabbing	Y			X		
Fine hand coordination	Y				X	
Holding/supporting any object or person	N				X	
<b>Environmental</b>						
Work in an indoor/outdoor environment	N					
Work at heights	N					
Work in confined spaces	N					
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				
Exposure to noise	N					
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	N					
Exposure to fumes/dust	N					
Managing security/private information	Y	X				
<b>Interpersonal</b>						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y			X		
Dealing with difficult/complex negotiation of a personal nature	Y			X		
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	N				X	
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y	X				
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				