



POSITION DESCRIPTION

Personal Assistant

Incumbent:	VACANT
Department:	Office of the CEO
Reports to:	Chief Executive Officer
Employment Status:	Permanent Part Time
Award Classification:	Band 4
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

As the Personal Assistant to the Chief Executive Officer, you are responsible for managing and presenting the Office of the CEO in a professional, efficient and confidential manner, supporting the CEO and Council in the successful delivery of Council's strategic goals and objectives through high-level administrative support.

Key Responsibilities

- Provide high level, confidential administrative support to the CEO, Mayor, and Councillors, including diary and workflow management and public relations.
- Organisation, preparation and administrative management of meetings, events, and workshops.
- Attend to travel bookings, conference registration and coordinate arrangements for the CEO, Mayor and Councillors as required.
- Liaison with internal and external stakeholders, including other levels of government, business sector and the general public to answer inquiries, arrange appointments and follow up issues on behalf of the CEO and Mayor, ensuring the provision of timely and accurate information in response to enquiries.
- Assist in the day-to-day management and administration of the organisation through liaison with CEO, ensuring timeframes are met and follow-up actions attended to.
- Work effectively as a member of the work area's support team and ensure the provision of quality customer service at all times.
- Maintain strong team relationships within the organisation and community, on a formal and informal basis.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Deal with enquiries to the Chief Executive Officer's office in an efficient and courteous manner, ensuring matters of high priority or those better dealt with by other staff or organisations are referred for action promptly and appropriately.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Provide information and support to more senior staff as required.
- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- Ability to work with sufficient freedom to plan one's own work.



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Judgement & Decision Making

- Work objectives are well defined, but there is a requirement to make decisions regarding the method, process and equipment to be used by selecting from a range of available alternatives.
- Guidance and advice are always available.
- Ability to solve problems using procedures, professional or technical knowledge.

Specialist Knowledge & Skills

- Demonstrated ability to communicate effectively with the community, stakeholders, and other staff.
- Ability to operate in a professional, consistent manner with particular attention to detail.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations, and precedents.

Management Skills

- Ability to manage time and organise workload to achieve set time frames, statutory obligations, and client expectations.

Interpersonal Skills

- A positive attitude.
- Well-developed written and verbal communication skills.
- Ability to follow instructions in a timely and accurate manner.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain cooperation and assistance from stakeholders, the community and other staff in the administration of well-defined activities.

Qualifications & Experience

- Significant experience in office administration including demonstrated skills in written and communication.
- Ability in the use of a range of computer software applications.
- Strong organisational skills
- Post-secondary qualification in an administration related discipline is desirable

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the CEO		