

POSITION DESCRIPTION

Position Title	Councillor and Executive Services Support Officer
Position Code	7150
Directorate	Executive Services
Work Group	Executive Services
Position Classification	Band 5
Effective Date	April 2023

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

- 1.1 To coordinate the preparation and distribution of agendas and minutes for meetings, Councillor Briefing Forums and Council Meetings as well as provide executive assistance to the Councillors and Executive Services Department as required.

2. Working Relationships

Reports to	Executive Services Coordinator
Supervises	N/A

3. Key Responsibilities

- 3.1 Accountable for the arrangement of meetings, appointments and travel arrangements for the Councillors and Executive Services, as required.
- 3.2 Accountable for the flow of communication within the Councillors office and across the organisation.
- 3.3 Accountable for the provision of Governance and Procurement arrangements across the organisation including maintaining statutory registers and records, register of delegations, relevant policies and procedures.
- 3.4 Accountable for the coordination the preparation and distribution of agendas and minutes for meetings, Councillor Briefing Forum and Council Meetings and the follow-up action plans resulting from Council decision making.
- 3.5 Responsible for attending Council meetings, coordinating meeting arrangements and administrative support.
- 3.6 Accountable to provide high level organisational and administrative support to the Councillors, Executive Services and staff as appropriate.

4. Core Physical Requirements

- 4.1 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.
- 4.2 Responsible for providing guidance to staff and the general public in relation to relevant requirements of the Executive Services Departments.
- 4.3 Authority to provide general information about the services, priorities, projects and procedures of the Executive Services Department and Councillors office.
- 4.4 Responsible for the preparation and dissemination of minutes, agendas and other communications regarding the Council's operations.
- 4.5 Responsible for the coordination of governance and performance reporting activities for related governance functions and Council and Briefing Forum actions.
- 4.6 Authorised to write reports within area of responsibility.

5. Accountability and Extent of Authority

- 5.1 Responsible for the provision of executive assistance to the Councillors and Executive Services Department.

- 5.2 Responsible for providing guidance to staff and the general public in relation to relevant requirements of the Executive Services Departments.
- 5.3 Authority to provide general information about the services, priorities, projects and procedures of the Executive Services Department and Councillors office.
- 5.4 Responsible for the preparation and dissemination of minutes, agendas and other communications regarding the Council's operations.
- 5.5 Responsible for the coordination of governance and performance reporting activities for related governance functions and Council and Briefing Forum actions.
- 5.6 Authorised to write reports within area of responsibility.

6. Judgement and Decision Making

- 6.1 Carry out duties and provide information within specific guidelines with scope to exercise discretion in application of established standards and procedures.
- 6.2 Work procedures are limited by standards encompassed by the nature of work assigned.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1 Demonstrated high level competency in word processing, spreadsheets, electronic presentations and related management software and keyboard skills.
- 7.1.2 Understanding of project management principles with demonstrated experience in planning, coordinating and completing small projects.
- 7.1.3 Excellent verbal and written communication and numerical skills.
- 7.1.4 Knowledge of governance arrangements in public sector and ability to interpret and apply relevant policies, procedures, regulation and precedents.

7.2 Interpersonal Skills

- 7.2.1 Demonstrated ability to liaise effectively with all levels of staff, senior management, external agencies and the general public.
- 7.2.2 Demonstrated ability to assist, support and work within a team environment.

8. Qualifications and Experience

- 8.1 Minimum of Certificate III in Business Administration with experience in a role providing high level executive assistance or extensive experience in a dynamic environment in a role providing executive support.
- 8.2 High proficiency in the operation of office and screen based equipment particularly Microsoft Office packages and contemporary technology applications.
- 8.3 An understanding of local government and the role of Councillors at Council and in the community.
- 8.4 A knowledge of governance arrangements appropriate to a medium sized public or private sector organisation.

9. Key Selection Criteria

- 9.1 Minimum of Certificate III in Business Administration with experience in a role providing high level executive assistance or extensive experience in a dynamic environment in a role providing executive support.
- 9.2 Demonstrated high levels of personal integrity that is displayed through a positive and can do attitude.
- 9.3 Experience in planning, coordinating and completing small projects.
- 9.4 High proficiency in the operation of office and screen based equipment particularly Microsoft Office packages, along with contemporary technology applications.

Authorised by: Director –

Date:

Employee's Signature:

Date:
