



Employment Application Package

Executive Support (Place, Community and
Economic Development)

Position Description

Executive Support (Place, Community and Economic Development)

Directorate	Place, Community & Economic Development
Tenure	Full-time
Level	EBA Level 6

Shire of Murray staff are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

Our values are **REAL**

Respect

For our Community

Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

For our Councillors

Take pride in serving Councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

For our Colleagues

Approach problems with a we over me mentality, collaborate and support each other to achieve organisational goals.

Excellence

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

Accountable

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

Leadership

Be a steward of our community, your team and the organisation, create a positive working environment, take initiative,

Position Objectives

- Provide accurate, efficient and effective administration, operational, project and event support to Departments within the Directorate that will assist in achieving organisational goals and objectives in the Place, Community and Economic Development Directorate.
 - Assist in the provision of an effective administration support service throughout the organisation, in cooperation with other Directorates, through effective coordination, communication and record keeping.
 - Provide prompt, courteous, professional and effective communication with internal and external stakeholders.
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Key Duties/Responsibilities

Administration Support

- Executive assistance functions to the Director.
- Provide accurate, efficient and effective administration, operational, project and event support to Departments within the Directorate that will assist in achieving organisational goals and objectives in the Place, Community and Economic Development Directorate.
- Provide assistance with finance tasks such as purchase orders, invoicing for Managers.
- Collate and submit supporting documents with monthly corporate credit card statements for Managers.
- Coordinate effective management of records, including registering correspondence on the Central Records database for the Director.
- Undertake calendar planning and appointment management in relation to scheduled meetings, both internal and external for the Director.
- Format and compile monthly Council agenda reports and briefing session presentations in accordance with required standards and within required timeframes.
- Maintain strict confidentiality.

Meetings

- Compile agendas, attend meetings and prepare minutes for meetings as required. This includes booking meeting room facilities, catering and video conferencing facilities, where applicable.
- Compile and distribute agendas and take complete and accurate minutes of meetings as directed, in consultation with the Chairperson and relevant stakeholders.
- Assist with preparing Council Chambers, attending Council meetings and undertaking minute taking, where applicable (roster with other executive support).

Event, Program and Services Support

- Provide assistance in the delivery and administration of various events, programs and services within the Place, Community and Economic Development Directorate as the discretion of the Director.

Procedures and Process Manuals

- Review, develop and maintain procedures and process manuals that underpin functions and operations of the Place, Community and Economic Development Directorate.
- Initiating and contributing to improvements in administrative systems.

Coverage, relief and other duties

- Provide coverage and relief across the Place, Community and Economic Development Directorate at the discretion of the Director and other duties as required.

Organisational

- Embrace and participate in change to better achieve the Shire's goals and objectives.
- Exercise discretion, initiative or seek judgement where practises and direction are not clearly defined. Maintain strict confidentiality.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Actively embrace and display Shire of Murray values.
- Identify, assess and report strategic, operational and project risks.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant to the scope of the position or department.
- Promote, maintain and improve the working environment and practises to ensure compliance with Industrial Awards, Work Health & Safety, Equal Employment Opportunity legislation and Council's Policies and Procedures.

Work Health and Safety

- Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
- Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and WHS Regulations 2022.

Position competencies

Skills

- Sound interpersonal and customer service skills, with the ability to liaise with various stakeholders, agencies and hierarchies and work in a team environment.
- Strong attention to detail and well-developed problem-solving skills.
- Developed time management skills and demonstrated ability to effectively manage multiple tasks and meet deadlines.
- Highly developed administration and written and verbal communication skills.
- Ability to accurately and efficiently record and present meeting minutes.
- Highly developed sense of initiative, with the ability to work in a team and autonomously with minimal supervision, and accept accountability and responsibility for own actions.
- Advanced level of computer literacy and proficiency including use of Microsoft Word, PowerPoint, Outlook, Excel and relevant online applications.
- Capacity to learn new skills and to quickly adapt to changes in instructions, procedures and technologies when required.

Knowledge

- Sound knowledge of administrative and office management procedures and protocols.
- Sound knowledge in the preparation of agendas and minutes for Council and Committee meetings.
- Sound knowledge of Local Government operations and obligations.

Qualifications and Experience

- Demonstrated previous experience in providing administrative support to a multi-functional team and/or senior management.
- Recognised secretarial/administrative qualification or considerable experience in a relevant field.
- Current unrestricted C or CA class national driver's licence.
- Provision of a National Police Clearance not more than three months old.

Organisational Relationships

Reporting to	Director Place, Community & Economic Development
Member of	Place, Community & Economic Development Team
Liaison with	Shire of Murray staff, Local Government Associations and other Municipalities, Unions.

Organisational Chart



Work-Related Requirements

Knowledge and Skills

Advanced level of computer literacy and proficiency in the Microsoft suite of applications.	Essential
Experience in the timely and accurate preparation, compilation and distribution of documentation including agendas and minutes.	Essential
Proven time management skills, with the ability to work under pressure, use initiative, organise work, set priorities and meet deadlines.	Essential
Highly developed written and verbal communication skills.	Essential

Experience

Demonstrated experience in the delivery of high-level administrative support	Essential
Knowledge of Local Government practices and procedures.	Desirable

Employment Conditions

Executive Support (Place, Community and Economic Development)

Salary	An EBA Level 6 salary range between \$78,294.98 to \$83,473.75 per annum will be offered dependent upon skills and experience.
Agreement	Shire of Murray (Administration Staff) Enterprise Bargaining Agreement 2023.
Hours	This is a full-time position working 76 hours across a nine-day fortnight.
National Police Clearance	Provision of a National Police Clearance not more than three months old will be required prior to commencement in this position.
Supporting Documents	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
Probationary Period	A standard probationary period of six (6) months applies to all new appointments within the Shire. The probation period may be extended if necessary.
Superannuation	As per the current Superannuation Guarantee, plus additional superannuation based on personal contributions and as per the current Enterprise Bargaining Agreement.
Annual Leave	4 weeks leave plus leave loading.
Sick Leave	76 hours per year.
Eligibility Requirements	All applicants must be eligible to work in Australia.
Benefits	Free gym membership Study assistance Health and Wellbeing program Service recognition program
Closing Date	4:00pm Wednesday, 10 July 2024 In the interests of fairness and equity, late applications will not be accepted unless an agreement was made with Human Resources prior to the closing date.

How to apply

These guidelines have been developed to assist you in preparing your application. Candidates who address the below and who, from their applications appear competitive, will be interviewed. This decision will be based on information that you provide in your application which is relevant to the position.

Your application will include the following documentation:

Cover Letter	Prepare a cover letter outlining your expression of interest and suitability for the role.
Resume and References	An up-to-date resume listing your experience and qualifications. Please also include at least two work-related references that may be contacted in support of your application.
Work-Related Requirements	<p>Outline in no more than 3 pages your ability to fulfil the role. Your application package is not required to address each criteria, however sufficient information should be provided, including relevant examples detailing your experience and skills, to demonstrate that you are suitable for the position as listed in the Position Description.</p> <p>You may wish to use the STAR method to assist in writing your application - Situation, Task, Action, and Result.</p> <p>Situation Where and when did you carry out the task or solve the problem, or handle the issue in the workplace?</p> <p>Task What was the specific task, problem or issue you were faced with? Who was involved? What was the nature and complexity of the task? What were the consequences if the task or issue was not handled effectively?</p> <p>Action What positive action did you take that displayed one or more of the core values? This is the section in which you need to be particularly concise, ensuring you describe all the actions you took that led to the success in a particular situation.</p> <p>Result What was the result or achievement reached from the situation described?</p> <p>Remember that you may be competing with many other applicants for this position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge.</p>
Submitting your application	Submit your application to careers@murray.wa.gov.au . If you are unable to access email, applications will be accepted via post addressed to - Chief Executive Officer, PO Box 21, Pinjarra WA 6208.

If you require more information, please contact Human Resources on (08) 9531 7704.




**Shire of
Murray**

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