



Shire of **Ngaanyatjaraku**  
ON A JOURNEY

**Executive Officer**

# **Position Description**



## Position Description

<b>Position Title:</b>	Executive Officer	<b>Reports to:</b>	Chief Executive Officer
<b>Job Type:</b>	Full Time	<b>Location:</b>	Hybrid - Warburton / Work from home
<b>Direct Reports</b>	Nil	<b>Award:</b>	Level 6, Local Government Industry Award 2020

## Vision and Values

### Vision

The Shire of Ngaanyatjarraku – on a journey.

### Goals

The Shire's Plan for the Future sets out the following three key themes with organisational objectives. Strategies and actions have been developed as part of the corporate business planning process for working toward the Shire's vision.

<p><b>Our People</b> Looking after our people – our communities are healthy, happy and informed.</p>	<ul style="list-style-type: none"> <li>• Support and facilitate community involvement and participation opportunities.</li> <li>• Advocate for adequate health and emergency services provision.</li> <li>• Ensure appropriate water supply for Warburton.</li> <li>• Ensure appropriate regulatory health and waste services provision with funding.</li> <li>• Support education opportunities and advocate for appropriate education services.</li> <li>• Advocate for adequate telecommunication infrastructure and services.</li> </ul>
<p><b>Our Land</b> Looking after our land – which we all depend upon to keep good for our children and grandchildren.</p>	<ul style="list-style-type: none"> <li>• Help preserve, enhance and enjoy our land.</li> <li>• Support appropriate tourism and visitor attraction initiatives.</li> <li>• Effective management and planning of road infrastructure.</li> <li>• Maintain Shire owned buildings and facilities.</li> <li>• Appropriate service delivery.</li> <li>• Ensure good community facilities.</li> </ul>
<p><b>Our Leadership</b> Showing the way for our communities – doing the right things to look after our people and land.</p>	<ul style="list-style-type: none"> <li>• Provide strategic leadership and good governance.</li> <li>• Advocate on behalf of our communities.</li> <li>• Maintain corporate governance, responsibility and accountability.</li> <li>• Provide a good place to work.</li> </ul>

## Position Purpose

Provide high level confidential secretarial and administrative support to the Chief Executive Officer, Shire President and Councillors to ensure the efficient operation of the Office of the Chief Executive Officer and promote positive public relations with all stakeholders in a professional and engaging manner.

## Principal Responsibilities and Duties

<p>Administrative Support:</p>	<ol style="list-style-type: none"> <li>1. Undertake secretarial and administrative tasks relating to activities and projects as part of the Office of the CEO.</li> <li>2. Be the main point of contact for a range of enquiries relating to the Office of the CEO.</li> <li>3. Diary management of the CEO's schedule and appointments and the Shire President's schedule as required.</li> <li>4. Creating draft correspondence and compilation of professional business documents and correspondence.</li> <li>5. Assist in the financial management of the Office of the CEO expenses, budget allocations and raise purchase orders for the department and on behalf of the CEO.</li> <li>6. Collate monitor and distribute documents requiring CEO or the Shire Presidents review and signature from internal staff and external stakeholders.</li> <li>7. Assist with project research, planning, and implementation as required.</li> <li>8. Liaise with staff on behalf of the CEO to communicate information across the organisation.</li> <li>9. Assist with the compilation of the Annual Report.</li> <li>10. Coordinate travel arrangements for the CEO and Councillors.</li> <li>11. Process reimbursements to Councillors in line with relevant Policies.</li> <li>12. Participate in maintaining the content on the Shire of Ngaanyatjarraku's website.</li> <li>13. Coordinate Local Government Elections.</li> <li>14. Ensure compliance with Council's Recordkeeping Plan.</li> </ol>
<p>Customer Service:</p>	<ol style="list-style-type: none"> <li>15. Be the main point of contact for all enquiries and requests to the CEO's Office and those directed to Council.</li> <li>16. Provide advice and support to Staff regarding implementation of policies, procedures.</li> </ol>
<p>Organisational Compliance:</p>	<ol style="list-style-type: none"> <li>17. Ensure that the compliance requirements of relevant Acts, Regulations and local laws are met in the delivery of services.</li> <li>18. To comply with all relevant Work Health &amp; Safety legislation and Council policies, procedures and practices.</li> <li>19. Take reasonable care for your own health &amp; safety and ensure that an act or omission that you do, does not adversely affect the health &amp; safety of other persons.</li> <li>20. Promote and model professional behaviour consistent with the Shire's Code of Conduct and stated organisational values.</li> </ol>

# Key Competencies

Knowledge, Skills and Qualifications	Essential	Desirable
Qualifications in Business Administration or demonstrated working experience in a similar role.	✓	
Ability and willingness to work from home and periodically onsite in a remote location on a rotational basis, and to travel alone.	✓	
Strong administration skills.	✓	
Advanced customer service skills.	✓	
Well-developed office management skills, public relations and interpersonal skills, analytical and problem-solving skills.	✓	
Strong written and verbal communication skills and well-developed computer literacy skills particularly within a Microsoft Office environment.	✓	
Ability to work collaboratively with diverse stakeholders.	✓	
Experience in the local government sector with comprehensive knowledge of local government processes, policies or procedures.	✓	
Highly developed knowledge of the Local Government Act, general Local Government practices and procedures, compliance and financial requirements.		✓
Experience of working with and understanding of Aboriginal culture and issues affecting them.		✓
Experience with Synergy/IT Vision software.		✓
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work autonomously with limited supervision.	✓	
Ability to obtain a National Police Clearance.	✓	
Current C Class Drivers Licence	✓	