



## POSITION DESCRIPTION FORM

File No: PDF-F0112824

### POSITION IDENTIFICATION

Title:	Executive Assistant	Level:	Level 5/6
Service Unit:	Executive	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Executive Services	Date Effective:	1 January 2018
Reporting to:	Chief Executive Officer	Date Last Reviewed:	17 December 2025

### PURPOSE OF POSITION

- Provide executive level support ensuring the delivery of executive services to the Chief Executive Officer and Shire President are undertaken in an efficient and courteous manner to reflect a positive corporate image of the Shire of Dardanup.
- Control administrative processes to ensure the preparation of correspondence and to contribute as a team member through identification of initiatives ensuring corporate support tasks are carried out efficiently and effectively.
- In partnership with the Chief Executive Officer, Shire President and Executive Management Team support Council's executive activities at a senior level requiring a high degree of professionalism.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

#### 1. Executive Support to the Chief Executive Officer

##### 1.1 Office Management & Workflow Coordination

- Manage the Office of the CEO by providing high-quality, proactive executive support and anticipating the needs of the CEO.
- Prioritise issues requiring CEO attention and make all necessary arrangements for resolutions, responses, and follow-up.
- Receive and filter telephone, email, and counter enquiries directed to the CEO and initiate appropriate action.
- Maintain, organise, and optimise the CEO's diary, appointments, meetings, and commitments.
- Maintain communication links between the CEO and the Shire President, Councillors, Directors, and Department Managers.
- Provide administrative support to the Executive Management Team (EMT) and other committees or groups as specified by the CEO.
- Coordinate actions and outcomes arising from EMT meetings, including tracking, follow-up and reporting.
- Ensure strict confidentiality is maintained at all times.

##### 1.2 Executive Documentation & Approvals

- Prepare, collate, and present documentation for CEO signature, including documents requiring affixing of the Common Seal.
- Prepare correspondence, reports, and briefing notes on behalf of the CEO.
- Assist in research, retrieval, and analysis of information related to executive matters and present findings in briefing notes.
- Monitor and report on the progress of all matters requiring CEO attention.
- Record the CEO's relevant records including emails, letters and meeting notes within the Shire's record management system.

##### 1.3 Project & Event Coordination

- Assist with special projects as directed by the CEO, including managing and overseeing projects on the CEO's behalf.
- Arrange travel, accommodation, and conference/seminar registrations for the CEO and, when required, for the Shire President, Councillors, and Directors.

## SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Coordinate functions, publicity activities, and events as directed by the CEO.
- Attend meetings outside normal business hours as directed.

### 2. Executive Support to the Shire President

#### 2.1 Office Management & Administrative Support

- Manage the Office of the Shire President by providing high-level administrative and executive support.
- Anticipate the needs of the Shire President and coordinate priorities, issues, events, and meeting requirements.
- Maintain and organise the Shire President's diary, appointments, and commitments.
- Prepare correspondence and reports for the Shire President as directed by the CEO.
- Record the Shire President's relevant records including emails, letters and meeting notes within the Shire's record management system.

#### 2.2 Civic Functions & Statutory Duties

- Manage and deliver Citizenship Ceremonies in accordance with the Australian Citizenship Act and Department of Home Affairs requirements.
- Provide administrative and logistical support for Shire President civic duties, community engagements, and events.
- Facilitate effective liaison between the Shire President, the community, stakeholders, and the general public.

### 3. Governance, Liaison & Public Relations

#### 3.1 Stakeholder Communication

- Facilitate accurate and effective liaison between the CEO, Shire President, Elected Members, the public, and external stakeholders.
- Provide high-quality front-facing engagement that reflects the professionalism and expectations of the Executive Office.

#### 3.2 Relationship Management

- Establish and maintain productive working relationships with the Executive Management Team, ensuring early communication of concerns or issues to support effective organisational operations.
- Support the coordination of executive-level administrative functions across the organisation to ensure consistency and high standards of service delivery.

### 4. Records & Information Management

#### 4.1 Executive Records Administration

- Manage all records for the Executive Office, ensuring documents, emails, and correspondence of corporate value are accurately captured in the Shire's electronic document management system.
- Ensure compliance with the State Records Act and internal recordkeeping policies.
- Maintain secure storage and handling of all confidential, sensitive, or restricted information.

#### 4.2 Corporate Administration Support

- Provide backup executive assistant / executive support officer services to other directorates during staff absences to ensure continuity of high-quality administrative services across the organisation.

### 5. Professional Development & Other Duties

#### 5.1 Learning & Development

- Undertake on-the-job and off-the-job training as required to maintain and build knowledge, skills, and capability relevant to the role.
- Stay informed of best practices in executive support, governance administration, and corporate recordkeeping.

#### 5.2 Additional Duties

- Perform any other duties within the scope of the role and skills, as directed by the Chief Executive Officer.

## ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

## ORGANISATIONAL RELATIONSHIPS

**External Relationships:** Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media and general public.

## POSITION DIMENSIONS

**Work Location:** Administration Centre Eaton.

**Delegated Authority:** Not Applicable at this level.

**Driving Requirements:** C (Car) or CA (Car Automatic) class motor vehicle licence. (preferable)

## EXTENT OF AUTHORITY

This position operates under the direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety Act legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council's WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's Values, "Trust, Respect, Accountability, Customer/Community, Excellence, Support" within the workplace.

## CORPORATE ACCOUNTABILITIES

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



## SELECTION CRITERIA

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| Essential: | <ol style="list-style-type: none"> <li>1. Certificate / Diploma in Business Studies and or extensive experience as an Executive Assistant at a senior level</li> <li>2. Experience in Local Government, particularly administration at the provision of executive support, research and report writing</li> <li>3. Well-developed computer skills with an ability to produce a variety of documents to a professional standard.</li> <li>4. Proven ability in problem solving or finding a solution with a willingness to use initiative and take ownership.</li> <li>5. Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.</li> <li>6. Proven ability to engage and influence outcomes for the organisation by managing issues with discretion.</li> <li>7. Good level of organisational ability with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.</li> </ol> |
| Desirable: | <ol style="list-style-type: none"> <li>1. Working knowledge of Local Government and Council's organisational structure.</li> <li>2. Working knowledge of Citizenship Ceremonies within local government.</li> </ol>  |

**SIGNED:****Present Occupant:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_**Supervisor:** Chief Executive Officer **Date Issued:** \_\_\_\_\_**Approved by:** Chief Executive Officer **Date Approved:** 17/12/2025**CEO Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_**Reviewed by:** Human Resources **Date:** 17/12/2025