

## EXPRESSION OF INTEREST

# ACTING CEO and Mayoral Executive Support

### Internal Advert Only

**Expressions of interest (EOI) are invited to provide relief while Lynne is on leave from 7 February 2022 until Friday 25 February 2022 (inclusive)**

The CEO and Mayoral Executive Support position ensures the provision of professional and confidential administrative support to the Mayor, Chief Executive Officer and when required to other members of Council. In addition, they oversee and coordinate a range of Council and Civic functions and projects.

Some of the key objectives for this role are:

- ✓ Provide high level confidential administrative support to the Mayor and Chief Executive Officer and when required to other Members of Council.
- ✓ Assist the Chief Executive Officer in the performance of the duties of that office.
- ✓ Provide administrative support to the Chief Executive Officer in respect of the significant number of formal networks that Council has with and for the community.
- ✓ Establish and develop relationships with Government Offices, Agencies, Service Providers and external stakeholders.

To be successful in this role you must be able to hit the ground running. You will have highly developed time management and administrative skills and be experienced in independently managing complex political and community issues. In addition, strong interpersonal skills, demonstrating a high level of diplomacy, tact and initiative with an understanding of internal governance, processes and systems is essential.

Full details of this position can be found in the position description.

For further information please contact Lynne Dowling on  
Ext 503 or Ritu Datta, Manager Organisational Development on 0418 972 583.

**To apply:** please send your EOI to  
[hr@mountgambier.sa.gov.au](mailto:hr@mountgambier.sa.gov.au) by 9AM Friday 21 January, 2022.

***Could supervisors who have staff unable to regularly access email make this information available to them as a matter of priority – thank you.***