

POSITION DESCRIPTION

Position Code:	CAMES
Position Title:	CEO and Mayoral Executive Support
Division:	Chief Executive Office
Classification:	Level 7 Step 1 – Level 7 Step 3
Status:	Full Time/Permanent
Hours:	76 Hours Per Fortnight
Reports To:	Chief Executive Officer

Position Objectives

Provide 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.

Leadership Team Capabilities

People	Being Approachable, Building Great Teams
Activities	Safety and Wellbeing, Managing Work
Information	Effective Communication, Creativity & Innovation
Relationships	Customer & Community Focus Trust
Self	Integrity, Being accountable

Key Result Areas

1. Provision of professional, confidential support.
2. Council and Civic Functions organised to reflect community pride.
3. Tasks and projects completed within required deadlines and budgetary constraints.
4. Highly proficient CEO, Mayoral and Corporate Diary Management.
5. Exceptional verbal and written communication skills

Void without CEO approval:

APPROVED: Chief Executive Officer	
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Key Duties & Responsibilities

1. Mayoral and Chief Executive Officer Support

- Contribute to the operational objectives and provide executive assistance to the Mayor, Chief Executive Officer, Senior Executive and Members of Council.
- Manage and co-ordinate work in a timely and accurate manner, ensuring the highest levels of confidentiality and probity, reflecting good governance practice and legislative compliance.
- Carry out administrative duties for the Mayor and Chief Executive Officer including public enquiries, replying to correspondence, diary management, organising Civic Receptions and other ceremonial functions and liaising with Elected Members in relation to attendance at functions on behalf of the Mayor and participating in Council functions.
- Undertake research analysis and preparation for various reports.
- With Mayor and Chief Executive Officer, plan and organise all components for official inbound and outbound economic development delegations.
- Co-ordinate travel, accommodation, conference/meeting registrations and reservations for the Mayor, Chief Executive Officer and Elected Members.
- Care and maintenance of the Mayoral regalia and robes and administration of use of the Mayor Reception Area and Chamber.
- Purchase of appropriate gifts for dignitaries and visitors, working within budgetary restraints.
- Attend any meetings as directed by the Chief Executive Officer to provide administrative support.

2. Council and Committees

- Attend Council and Committee Meetings as required.
- Preparation of agendas, minutes, correspondence, memorandums and reports required for Council and Committee Meetings, Senior Executive Meetings, Staff Meetings, Public, Elector and/or General Meetings as required.
- Update and maintain Elected Members' historical records.

3. Community, Civic and Ceremonial

- Assist the Mayor and Chief Executive Officer in the organisation of Council's functions.
- Organise Civic Receptions and dinners as required.
- Direct communication and first point of contact with Elected Members and reference point for other staff.

Key Duties & Responsibilities

- Knowledge of procedures and protocols to enable accurate provision of information to enquiries related to Australian Citizenship.
- Attend meetings with Mayor, Chief Executive Officer and/or Senior Executive for the purpose of taking minutes and/or notes and attend to correspondence that may be necessary.

4. General

- Ongoing knowledge of the local community, organisation structure and the functions of Local Government to enable the efficient handling of enquiries and requests for information from external and internal customers.
- When required develop new procedures and/or systems to improve efficiency and ensure established practices and procedures are applied.
- Undertake research, prepare other specific reports, memorandums and correspondence as necessary.
- Authorise the purchase of goods on behalf of Council in accordance with delegated authority.
- Participate with the Senior Executive and/or Staff Executive in such task teams as may be established.

5. Other Duties

- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) as specified by the South Australian Municipal Salaried Officers Award, general officer classification criteria and which the incumbent has the necessary professional and technical skills

6. Adhere to Council's General Conditions of Employment

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and adhere to the principles of conduct and standards of behavior as defined within the Code of Conduct – Behavioural Expectations of Council Staff Members.
- Demonstrate and uphold Councils values that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support Council's Customer Service Charter.

Key Competencies & Selection Criteria

Essential

- Highly developed time management skills with demonstrated ability to meet deadlines and effective management of multiple projects including the organisation of functions.
- High level of diplomacy, tact, initiative and resourcefulness and strong interpersonal skills.
- Working knowledge of corporate governance principles, particularly in relation to corporate decision making processes in Local Government.
- General understanding of the provisions of the Local Government Act 1999 and other relevant legislation and working knowledge of Local Government terminology and protocol.
- Sound knowledge of Council's civic and ceremonial responsibilities.
- Excellent administrative skills, including high level of competency in written/verbal communication, Microsoft suite of products, Council's internal computing systems and comprehensive knowledge of meeting procedure and etiquette.
- Knowledge and ability to provide advice, guidance and judgement on procedures and protocol to other employees.
- High tolerance for role complexity, multiple stakeholders and multi-tasking.
- Ability to conduct research, analyse data and evaluate results.
- Capacity to work independently with minimal direction and collaboratively in a team environment.
- Knowledge of local community and Council's focus on creating, enhancing and expanding relationships.
- Customer Service orientated.
- Flexibility in hours of work.

Desirable

- Extensive experience in Local Government.
- Understanding of Federal, State and Local Government jurisdictions.

Occupant: Lynne Dowling

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: _____ / _____
Signature *date*