

## POSITION DESCRIPTION

Position Number:	EACRS
Position Title:	Executive Administrator Corporate and Regulatory Services
Division:	Corporate and Regulatory Services
Classification:	Level 4 Step 1 – Level 4 Step 4
Status:	Full time/ Fixed Term
Hours:	76 hours per fortnight
Reports To:	General Manager Corporate and Regulatory Services



### Position Objectives

The Executive Administrator (EA) provides support to the General Manager by ensuring effective service delivery and customer satisfaction. Key responsibilities include preparing timely information, managing communications, coordinating meetings, and meeting deadlines. The EA gathers and analyses information to assist the General Manager and liaises with various stakeholders, such as Senior Management and Elected Members. This role demands strong skills in coordination, prioritisation, communication and confidentiality.

### Key Result Areas

1. Executive Support.
2. Council and Committee Meetings.
3. Project Support and Delivery.
4. Administration.

Void without CEO approval:

REVIEWED: General Manager		19/12/2024
APPROVED: Chief Executive Officer		20/12/2024



## Key Duties & Responsibilities

### 1. Executive Support

- Contribute to the operational objectives and provide executive assistance to the General Manager.
- Support the General Manager in the preparation, review and approval of Council and Committee Reports, including monitoring the implementation of Council and Committee decisions.
- Assist the General Manager with delivery of work area plans and budgets within delegations, following Council's policies and procedures.
- Carry out administrative duties for the General Manager including public enquiries, replying to correspondence and diary management with a high level of discretion, maturity, diplomacy and judgement ensuring exceptional customer experience.
- Attend any meetings as directed by the General Manager to provide administrative support.
- Work collaboratively with other portfolio EA's to share knowledge and create a positive one team environment.

### 2. Council and Committee Meetings

- Preparation of agendas, minutes, correspondence, memorandums and reports required for Council and Committee Meetings as required.
- Attend Council and Committee Meetings as required.
- Follow up actions arising at such meetings on behalf of the General Manager.

### 3. Project Support and Delivery

- Contribute to the development and implementation of Portfolio goals, objectives, programs, projects and services.
- Undertake research and gathering of information relating to departmental programs and projects. Evaluate research outcomes and report to the relevant General Manager.

### 4. Administration

- Maintain and coordinate an effective digital filing system.
- Maintain a high level of awareness of matters coming into and out of the General Manager's office to effectively respond to enquiries and exercise sound judgement on the manner of response.
- 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.
- Authorise the purchase of goods on behalf of Council in accordance with delegated authority.
- Co-ordinate flights and accommodation reservations for the Portfolio.
- Undertake research, prepare other specific reports, memorandums and correspondence as necessary.

### 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 City of Mount Gambier 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 City of Mount Gambier’s Staff Members.
- Demonstrate and uphold the organisation’s Values (Lead, Connect, Deliver) that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support the organisation’s customer service charter.



## Key Competencies & Selection Criteria

### Inherent Essential License/s, Clearances and Checks

- A satisfactory pre-employment medical examination.
- Current satisfactory National Police Certificate.
- Current satisfactory Working with Children Check (WWCC).

### Essential

- Proven ability to sustain high performance and meet deadlines with minimal supervision.
- Strong commitment to teamwork and cross-organisational collaboration.
- Demonstrated political awareness, confidentiality, and discretion in sensitive situations.
- Skilled in research, data analysis, and report preparation.
- Advanced proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Excellent written and verbal communication skills with a keen attention to detail.
- Flexibility to adapt to changing priorities and provide administrative support for projects and programs.
- Certificate IV in Business Administration or equivalent, or equivalent significant relevant working experience.

### Desirable

- Working knowledge of Government functions, roles and processes.



Occupant: VACANT

Date Appointed:

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

Acknowledged by Occupant: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Signature date

