



## POSITION DESCRIPTION

POSITION TITLE	Executive Officer
DIRECTORATE - SECTION	Office of the CEO
LEVEL - EBA	Level 7
RESPONSIBLE TO	Manager Governance

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

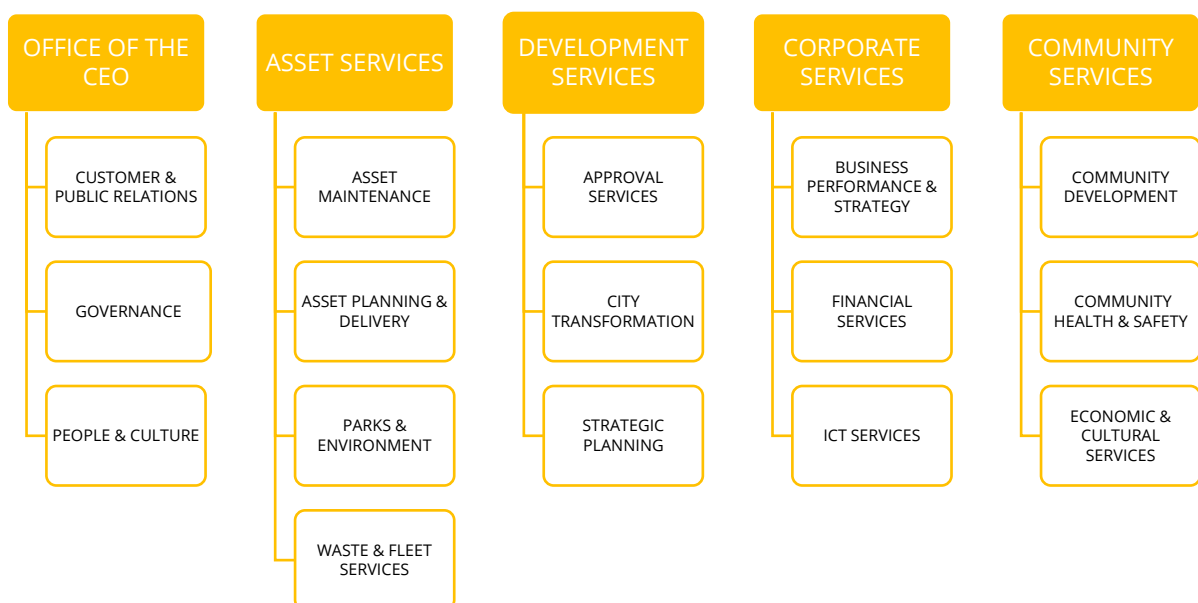
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Provide a timely, efficient and effective secretarial and administrative service to the Chief Executive Officer, Mayor and Councillors.

## KEY RESULT AREAS

### Customer Service

- Proactively maintain and further foster excellence in customer service values and culture throughout the City to both internal and external customers, with a consistently positive image of Council being promoted to the community.

### Administrative

- Provide timely, efficient and effective secretarial and administrative service to the Chief Executive Officer including diary administration, incoming customer enquiries, gathering and disseminating information to and from the Chief Executive Officer and liaison with staff.
- Provide timely, efficient and effective secretarial and administrative service to the Mayor and Councillors including bookings related to events and professional development opportunities.
- Responsible for overseeing and preparing agendas and minutes for the Executive Management Team and Council.
- Maintain governance registers, databases and systems to ensure compliance with legislative requirements.

### LEADERSHIP

- Provide support and training in the use of the City's report systems (Doc Assembler, Docs On Tap).
- Coordinate multiskilling the City's Executive Assistants to ensure coverage is provided across all roles at all times.

### WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## TRAINING/QUALIFICATION(S)

Relevant qualification and/or experience in a similar role.

## SELECTION CRITERIA

- Excellent written communication skills.
- Ability to work with a high level of autonomy.
- Attention to detail.
- Demonstrated initiative and capacity to think clearly and logically.
- Ability to work in a political environment with competing demands and objectives.
- Excellent presentation development skills.
- Demonstrated skills in managing information in a professional, discreet and confidential manner.
- Ability to work after hours on a regular basis.
- Experience in an executive support role (desirable).
- Previous local government experience (desirable).

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY:

DATE PD REVIEWED/APPROVED: Click or tap to enter a date.

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