

Executive Assistant - (Maternity Leave 12 months)

Thank you for your interest in applying for the position of Executive Assistant with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

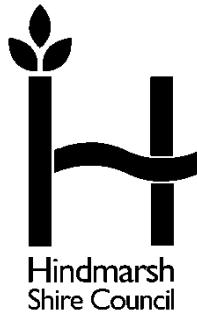
- Employment Details
- Benefits of working with Hindmarsh Shire Council
- Position Description
- Key selection criteria
- Details on applying for a position with Hindmarsh Shire Council

For general details of the Council, please refer to the following website:
www.hindmarsh.vic.gov.au.

For further information about the position or duties involved, please contact Christa Farinha, Human Resources & Payroll Coordinator, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au.

**Employment Details for the Position of:
Executive Assistant**

<u>Status:</u>	Full Time (Maternity Leave 12 months)
<u>Location:</u>	The position will be based at the Hindmarsh Shire Council, 92 Nelson Street, Nhill
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement 8, 2016
<u>Classification:</u>	Band 5
<u>Salary:</u>	\$62,347 pro rata per annum, plus Superannuation (compliant with Government requirements)
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.



Benefits of working with the Hindmarsh Shire Council

Working at the Hindmarsh Shire, you will be rewarded with an attractive salary, employee assistance program, union deductions and / or rates from fortnightly pays and superannuation salary sacrifice.

As the Council provides a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities can vary from Administration, Engineering, Home Care and Management.

Enterprise Bargaining Agreement:

Our enterprise bargaining agreement means staff are able to work their way through banding by undertaking annual performance reviews, while also receiving an annual pay increase after July each year.

Employee Assistance Program:

Our employee assistance program (EAP) means staff has access to counsellors. Hindmarsh Shire Council value staff and their contributions, if staff are having difficulties at work or home we offer access to an independent Counselor.

Union Membership:

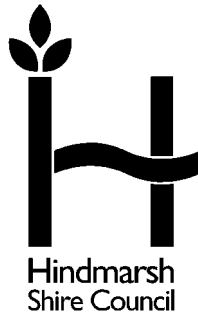
Union membership deductions are able to be made through fortnightly pays.

Rates:

Employees living and owning a property in the Hindmarsh Shire have the option of rates deductions through their fortnightly pays.

Salary Sacrifice:

Employee options for salary sacrifice into Superannuation.



HINDMARSH SHIRE COUNCIL

POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Executive Assistant
Department: Chief Executive
Starting Point/Location: Nhill Office
Classification: Band 5 per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement
Employment Type: Full Time (Maternity Leave 12 months)

2. CURRENCY:

Current Version Number: 1.00 **Approved:** 1 August 2017

Name of Occupant: Vacant

Signature: ----- **Date**-----

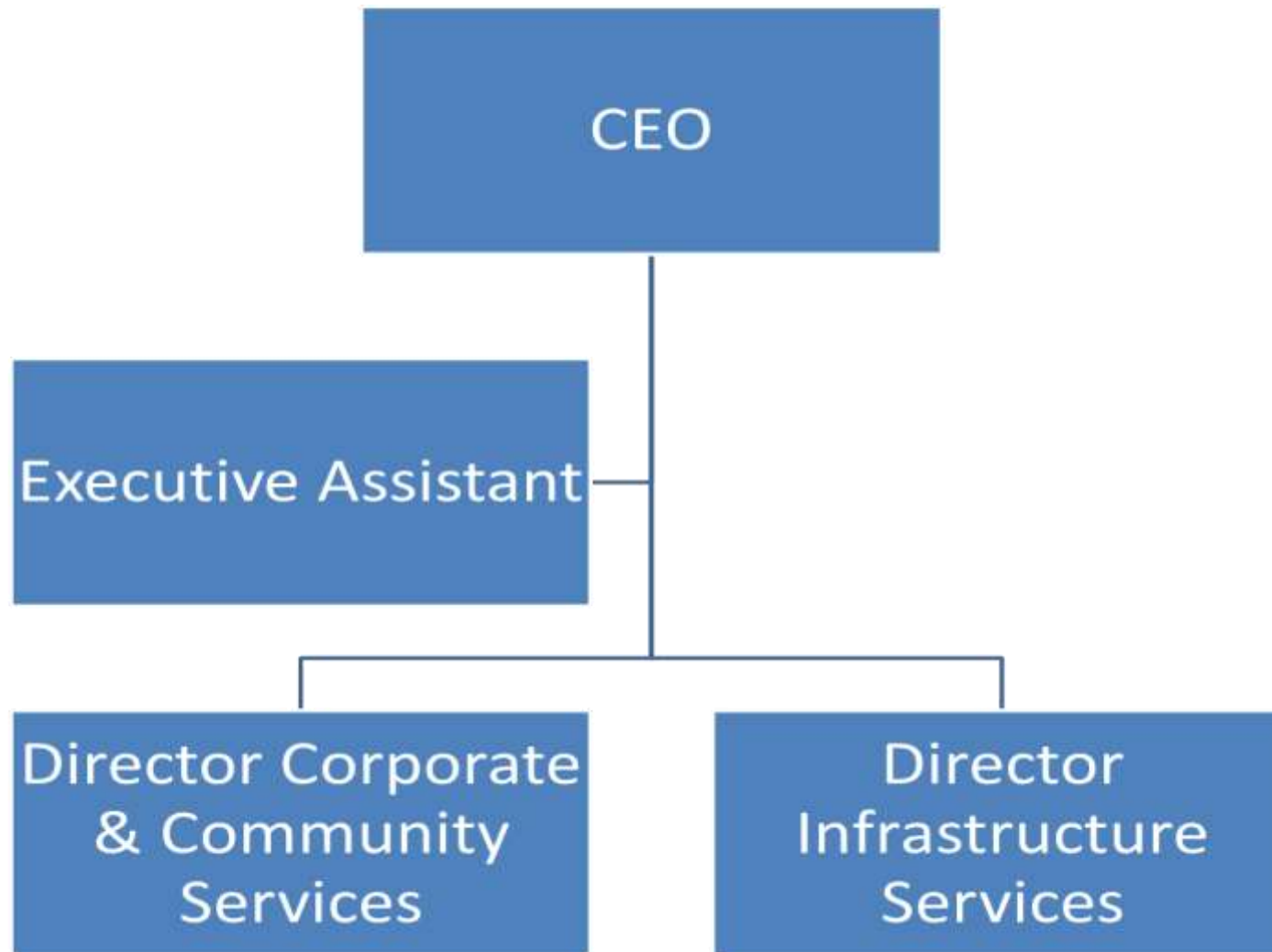
Written By: Monica Revell **Date** 17 July 2017

Approved By: Greg Wood **Date** 17 July 2017

H.R Approved: Christa Farinha **Date** 1 August 2017

Version History: N/A

3. DEPARTMENT STRUCTURE:



4. POSITION OBJECTIVES:

The Executive Assistant provides integral support to the Chief Executive Officer. The role works closely with the Chief Executive Officer, senior management team and Councillors to deliver a high level of professional administrative support.

The Executive Assistant provides secretarial and administrative support to the Chief Executive Officer (CEO). The role will also provide backup support for customer services.

5. KEY RESPONSIBILITY AREAS:

Executive Support

- 5.1. Manage the Chief Executive Officer's diary, including arranging internal and external meetings, conferences and training registrations, and associated travel and accommodation required.
- 5.2. Provide secretarial support to the CEO, including screening telephone calls, drafting correspondence and word processing, spread sheeting, or data basing as required.
- 5.3. Coordinate Council, Leadership Group and other committee meetings, including the preparation of the meeting agenda, attachments, minutes and action lists.
- 5.4. Coordinate and provide support to the senior management team at committee meetings, ministerial visits, deputation and other corporate and community events.
- 5.5. Provide support with the CEO's daily tasks, deadlines, correspondence, and workflow. Liaise between the CEO and team members on tasks and deadlines.
- 5.6. Undertake such other duties and functions consistent with the area of work and responsibility as directed by the CEO.

Council Support

- 5.7. Coordinate ordinary and special Council meetings, Council agendas, and Council minutes.
- 5.8. Manage the Councillor Calendar.
- 5.9. Coordinate the Councillor Bulletin.
- 5.10. Coordinate delegations, deputations and ministerial visits.
- 5.11. Manage the flow of information and communication to Councillors, including distribution of invitations, mail and other correspondence as necessary.
- 5.12. Provide administrative assistance to the Mayor, including coordination of correspondence, financial authorisations, meeting schedule, conference and training registrations, travel and accommodation, and written material for media.
- 5.13. Coordinate civic events, including citizenship ceremonies, and providing support to community run civic events including Australia Day and Anzac Day.
- 5.14. Coordinate Councillor Christmas party, Council retreat and other internal Councillor events.
- 5.15. Manage Council Chamber bookings, catering services, and technical support for users of the space.

Communications Responsibilities

- 5.16. Prepare and coordinate:
- All Media Releases, prior to CEO authorisation, and media release schedule.
 - All advertising, including public notices, positions vacant, and tenders.
 - A monthly edition of 'Hindmarsh Happenings' – the Shire newsletter.
 - Corporate documents, invitations, and publications as required.
- 5.17. Assist in maintaining Council's website, including updating web content, uploading documents, adverts, tenders and public notices.
- 5.18. Liaise with Councillors, members of the public and Council employees.

Corporate Responsibilities

Governance

- 5.19. Maintain an index of Council minutes.
- 5.20. Collect and record:
- Councillor Code of Conduct statements;
 - Register of Interests;
 - Councillor Attendance;
 - Assembly of Councillors;
 - Interstate Travel Register;
 - Gift Register; and
 - other data as required for the Local Government Reporting Framework.
- 5.21. Maintain a register of Council policies for the CEO and Senior Management.
- 5.22. Assist in the preparation of the Annual Report.
- 5.23. Create full and accurate records of Council activities and decisions.
- 5.24. Follow records management procedures as per Records Management Policy.

Finance

- 5.25. Within the purchasing authority of the position, manage purchase orders, invoices relating to the activities of the position.
- 5.26. Provide a point of liaison between Finance Officers and Councillors to create a smooth flow of documents to authorise, as well as managing Councillor expense claims.
- 5.27. Maintain a register of advertising expenditure.
- 5.28. Observe budget lines in relevant areas of Civic Leadership and Governance.

Conduct

- 5.29. Promote excellence in customer service.
- 5.30. Exercise loyalty, good judgement and discretion regarding confidential issues.
- 5.31. Proactively cultivate strong team relationships with managers and staff and actively contribute to harmonious work environment that builds strong team engagement.
- 5.32. Assist with internal communication between the Chief Executive's office and Council officers, helping staff to understand the context in which decisions are made and the overall goal of the decision. Provide an avenue for communication back to the CEO.
- 5.33. Be a positive advocate for Council's plans, goals, and achievements.
- 5.34. Actively network outside the organisation where there is opportunity to further Council's business interests, or learn best practice.
- 5.35. Aim to improve systems and procedures in the office to improve the efficiency and effectiveness of Council operations.
- 5.36. Participate in personal development and skills training.
- 5.37. Take care of Council issued tools, and ensure the security of Council assets in your possession.
- 5.38. Comply with Council's policies and procedures.
- 5.39. Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy.
- 5.40. Contribute to the continuous improvement and productivity of the organization's operations.

Customer Services Responsibilities

- 5.41. Provide backup support to the Customer Services Team when required as a result of staff absences.

6. ORGANISATIONAL RELATIONSHIPS:

Reports to: Chief Executive Officer

Supervises: Nil

Internal Contacts: Councillors, senior management team, other employees

External Contacts: Members of Parliament, other CEOs and councillors, Government agencies, business and community representatives, general public.

7. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:

- 7.1 Take reasonable care for their health and safety.
- 7.2 Notify their Manager of their inability to carry out any physical task that is outside their capability.
- 7.3 Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- 7.4 Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA).
- 7.5 Complete Accident, Hazard and Near Miss Reports in a timely manner.
- 7.6 Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- 7.7 Use protective equipment or clothing provided by Council at all required times.
- 7.8 Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
- 7.9 Actively participate in Council safety programs.

8. RISK MANAGEMENT:

Whilst at work, an employee must:

- 8.1 Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- 8.2 Take all reasonable action to protect Council assets from damage and loss.
- 8.3 Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- 9.1 The prime responsibility is to provide direct support and assistance to the CEO. The freedom to act is not limited by standards and procedures, but will involve the discretion of the incumbent.
- 9.2 The incumbent is required to observe all legislative requirements and Council policies and procedures.

10. JUDGMENT AND DECISION MAKING:

- 10.1 The objectives of the work are usually well defined, with the particular method, technology or process selected from a range of alternatives.
- 10.2 The work involves problem solving using procedures and guidelines and the application of professional knowledge.
- 10.3 Problems are occasionally of a complex nature with solutions not related to previously encountered situations. Some creativity and originality is required.
- 10.4 Guidance and advice is usually available within the time required to make a choice.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- 11.1 Understanding of the role and function of the CEO, mayor and senior management team.
- 11.2 Understanding of the function of the position within its broader organisational context, including relevant policies, regulations and precedents.
- 11.3 Appreciation of the long term goals of the Council.
- 11.4 Sound knowledge of State, Federal and Local Government responsibilities.
- 11.5 Understanding of the relevant technology, procedures and processes used in the organisation.
- 11.6 Executive skills in the use of computers (including Word Processing, Excel, Access, Powerpoint, Publisher) and other office technology.
- 11.7 Knowledge of the Local Government Act and Regulations and Council Policy as they pertain to the position.
- 11.8 Ability to exercise discretion when dealing with confidential material.
- 11.9 High level attention to detail.

12. MANAGEMENT SKILLS:

- 12.1 The position requires skill in managing time, setting priorities and planning and organising one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

13. INTER-PERSONAL SKILLS:

- 13.1 Excellent written and oral communication skills.
- 13.2 Ability to gain the cooperation and assistance from others.
- 13.3 Ability to write reports and prepare correspondence and media releases for authorisation by the CEO.
- 13.4 Ability to deal discreetly with confidential matters.
- 13.5 Excellent customer service approach to both internal and external customers.

14. QUALIFICATIONS AND EXPERIENCE:

- 14.1 Diploma in Business (Administration) or other relevant qualification.
- 14.2 Advanced word processing skills.
- 14.3 Previous experience in an administration role.
- 14.4 Current drivers licence.

15. EQUAL OPPORTUNITY:

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

16. PRIVACY AND CONFIDENTIALITY:

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- 16.1 Communicate confidential or private information to third parties.
- 16.2 Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

17. KEY SELECTION CRITERIA:

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** address the key selection criteria.

- 17.1 Diploma in Business (Administration) or other relevant qualification preferred.
- 17.2 Minimum two years' experience in an administration role, preferably as a personal assistant.
- 17.3 Demonstrated experience in effectively planning, organising and managing own time to achieve objectives within set timeframes.
- 17.4 Comprehensive personal computer skills, utilising software such as word processing, spread-sheeting and data bases and highly developed keyboard skills including audio typing.
- 17.5 Ability to show initiative and innovation.
- 17.6 High level of judgment, confidentiality and professionalism.
- 17.7 Excellent written and oral communication skills.
- 17.8 Ability to deal confidently with stakeholders at all levels.
- 17.9 Personal presence: professional, open and friendly and with a positive attitude.
- 17.10 High level attention to detail.
- 17.11 Current drivers licence.

---- End ----



Applying for a position with Hindmarsh Shire Council

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants **must** prepare the following information:

- 18 A covering letter
- 19 A separate attachment addressing the Key Selection Criteria
- 20 A current resume

Addressing the Key Selection Criteria

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

Do: Read the Position Description.
Note the closing date for applications (late applications will not be considered).
Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.
Ensure you provide a telephone contact number in your application.

Don't: Assume that the Selection Panel knows anything about you
Submit a generic application
Attach original certificates or references (please send photocopies only as they will not be returned)
Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

Submitting Applications (Applications should be marked Private & Confidential)

Mail to:
Attn: Human Resources Coordinator
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Deliver in person:
Attn: Human Resources Coordinator
Hindmarsh Shire Council
92 Nelson Street
NHILL VIC 3418

Email to:
hr@hindmarsh.vic.gov.au

Assessment of Applications

- 21 Each application will be assessed against the Key Selection Criteria for the position.
- 22 Applicants who most closely meet the Criteria will be offered an interview
- 23 Applicants not short listed for interview will be advised in writing.
- 24 Applicants not short listed for interview will be able to ask the Human Resources Coordinator for feedback on their application.

The Interview:

- 25 You will be contacted by phone if you have been selected for an interview
- 26 You will be provided with details regarding the time, day and location of the interview
- 27 The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
- 28 During the interview, panel members will ask questions to determine who will be the best candidate for the position
- 29 You will have an opportunity in the interview to ask questions
- 30 If you have not provided referee details on your resume, be prepared to provide them at the interview
- 31 Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
- 32 Please be on time for your interview
- 33 Please contact HR if you cannot attend the interview or wish to withdraw from the process.

After the Interview:

The successful interviewed applicant:

- 34 Will be notified by phone
- 35 Will have the relevant pre-employment checks conducted
- 36 Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

- 37 Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
- 38 Is able to ask the Human Resources Coordinator for feedback on their application and interview.

---- End ----