

POSITION DESCRIPTION



Position title	Executive Assistant to the Director Community Development and Director Technical Services
Directorate	Community Development
Designation	Level 4 (Municipal Officer) ASTC EA
Position number	P2157
Responsible to	Executive Office Manager
Position status	Permanent Full-time
Position description approved	 Date: 12/08/2025

Primary Objective

Based at the Civic Centre, this position provides high-level, confidential executive and administrative support to the Director Community Development and the Director Technical Services. Working within established policies and procedures, the role ensures both Directors are fully supported in achieving their strategic and operational objectives, while coordinating information flow, managing priorities, and fostering effective communication across the organisation and with external stakeholders.

Key Responsibilities

- Manage complex executive calendars, meetings, and information flow to optimise Directors' time and priorities.
- Monitor shared mailboxes, prioritise correspondence, track actions, and ensure deadlines are met.
- Prepare accurate correspondence, reports, submissions, and presentations in line with Council standards and timelines.
- Support strategic initiatives and Directorate projects, including follow-up on deliverables, minor research, and progress reporting.
- Maintain templates, registers, trackers, and communication tools used by the Executive Support Team.
- Coordinate procurement activities, including purchase orders, supplier quotes, and contract documentation, ensuring policy compliance.
- Arrange travel, reconcile purchasing cards, and process approved financial transactions in accordance with Council procedures.
- Assist with preparation and delivery of Council and Committee meetings, forums, and official events, including live minute-taking.
- Organise and support special events such as citizenship ceremonies, receptions, and functions in collaboration with the Executive Office Manager.
- Coordinate professional communications on behalf of Directors with internal and external stakeholders, fostering positive relationships.

- Deliver clear, professional written and verbal communication that reflects Council values.
- Apply best-practice records management and contribute to continuous improvement of systems, processes, and governance practices.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

- Tertiary qualification in a relevant discipline or substantial relevant experience
- Current National Criminal History check (less than 6 months old)

Selection Criteria

Essential

1. Proven experience providing high-level administrative and secretarial support to senior executives, including handling sensitive and confidential matters with discretion.
2. Highly developed organisational skills, including the ability to prioritise and manage multiple tasks, meet deadlines, and adapt to changing priorities while working independently and collaboratively within a team.
3. Demonstrated ability to exercise sound judgement, resolve problems, and contribute to practical solutions and continuous improvement initiatives.
4. Strong attention to detail, with the ability to interpret and apply relevant legislation, policies, and procedures; research and prepare contracts, tenders, reports, and correspondence; and communicate effectively with diverse stakeholders using tact and diplomacy.
5. Sound knowledge of protocols and requirements for organising and delivering official ceremonies, functions, and receptions.
6. Capacity to work flexible hours, including evening meetings, after-hours functions, and Council events, as required.

Desirable

1. Qualifications in Business Administration or similar.
2. Local government experience in a similar role, with an understanding of its role in governance and the provision of community services.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____::FIRSTNAME:: ::LASTNAME::_____

Signature _____::SIGNATURE::_____ Date _____