



Position Description

COUNCIL AND EXECUTIVE SUPPORT OFFICER



OUR VALUES



ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





Position Description: Council and Executive Support Officer

Position Number: Y004

Purpose: To facilitate Council meetings, agenda and minutes, and provide support services to the Council, CEO and Executive Leadership Team (ELT).

Role Responsibilities

- Exercise responsibilities for various functions within the work area including compliance with regulations, codes and procedures.
- Under general direction undertake tasks of a specialised and/or detailed nature, such as special projects.
- Provide confidential secretarial services for the Chief Executive Officer, Councillors and ELT including correspondence, the production of accurate and well-presented agenda and minutes, and the provision of disbursement and storage of those agenda and minutes.
- Manage Annual and Primary Returns, Financial Interests and the Common Seal Register.
- Manage Council and Committee meeting processes, Council reports and the status of the Resolutions Register.
- Manage the process for the completion of the Compliance Audit Return (CAR) and the Annual Report.
- Manage CEO and ELT diaries.
- Coordinate Citizenship Ceremonies and Council events as relevant or required.
- Provide a high level of customer service to internal and external stakeholders with respect to Council and CEO operational requirements ensuring legislative requirements are adhered to.
- Support governance functions as required including facilitating the review of Council strategic policies and business operating policies and procedures.
- Participate in records management appropriate to the role.
- Be an active and engaged partner with the Office of the CEO team and who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to Policy O8 – Employee Code of Conduct.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Council is committed to Work Health and Safety in all areas of Council's operations and requires you to comply with the requirements of Section 28 of the *Work Health and Safety Act 2020 WA*.

Required Skills and Qualifications

Essential

- Strong administration and organisational skills, including the ability to work to deadlines in a timely manner.
- Previous experience in preparing agendas and minute for Council and Committees, including report writing and policy drafting.
- Ability to maintain integrity and confidentiality.
- Advanced computer skills and experience with suitable Local Government software (Synergy, Altus, Attain) with the ability to create, proofread and format formal documentation.
- Problem solving and conflict resolution skills.
- Ability to work in a team environment and unsupervised, with a high degree of self-motivation and initiative.
- Strong interpersonal skills with the ability to successfully interact and collaborate with customers, clients and stakeholders.
- Working knowledge of the Local Government Act and Regulations.
- Ability to work flexible hours, including attending meetings or events outside normal working hours.

Desirable

- Previous experience in a Local Government environment.
- Previous experience in an executive support role.
- Previous experience or skills in a Governance and Executive environment.

Level of Authority and Organisational Relationships

Reports to: CEO

Direct Reports: Nil

Extent of Authority: Nil except those provided by written delegations of authority

Internal Liaisons:

- Shire President and Councillors
- CEO
- Executive Leadership Team
- Shire Staff
- Volunteers and Contractors

External Liaisons

- Department Local Government and Communities
- WALGA
- Other Local Governments
- Residents and Ratepayers
- Community Groups
- Government Agencies

Position and Conditions Acceptance

Employee Name:

Signature:

Date:

Direct Manager Name:

Signature:

Date:

Last Position Description Review

Date:

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Next Review Due

Date:

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