



Position Title:	Executive Assistant – Organisational Performance, Strategy and Engagement
Work Location:	George Town Tasmania
Classification/Grade/Band:	Administration Officer Level 4
Date Revised:	March 2024

Council Overview

George Town Council (GTC) employs over 50 staff and is responsible for a local government area of 653 km². The George Town municipality has a population of 7300. GTC encompasses three (3) Directorates:

- **Organisational Performance, Strategy, and Engagement**
- Corporate and Community
- Infrastructure and Development

Working at George Town Council

Our Purpose

As a Council we exist to enhance the quality of life of our community.

Our Vision

Our community will be Progressive, Prosperous and Proud.

Our Philosophy

Getting to Yes – that we come together and do business (internally and externally) to get to the best outcomes for all parties concerned.

We provide the highest standards in customer service and have the reputation to back it up.

Our guiding principles ensure that in all we do we:

- Respect and care for each other
- Celebrate our heritage
- Welcome diversity in all its forms
- Be open to new ideas and show leadership
- Pursue local opportunities
- Treasure our natural environment

We will become Progressive, Prosperous and Proud by following the future directions as set out in the George Town Community Strategic Plan 2020 -2030:

1. **Community Pride** will be achieved via inclusion and engagement, built environment, reputation building, communications, safety and security and responsive emergency services.





2. **Progressive well-resourced communities** will be achieved via recreational and sporting opportunities, strategic plans for all communities, public infrastructure, social infrastructure, diverse volunteering base and community celebrations.
3. **Prosperity for all in all aspects of life** will be achieved via economic development and diversification, employment growth, employability skills, population growth, education, learning and training, tourism and supporting businesses and events, healthy active communities, natural landscapes and values and community building.
4. **Leadership and accountable governance** will be achieved via a culture of engagement and participation, planning and regulatory responsibilities, working relationships and collaborations, change management and accountability.

Primary Focus of this Position

The Executive Assistant works closely with the Director of Organisational Performance, Strategy and Engagement, and partners with the directorate, to achieve its strategic objectives by providing reliable and confidential administrative support to the Director and directorate staff.

The Organisational Performance, Strategy and Engagement directorate is responsible for the following functions of Council:

- Communications
- Human Resources (including Work Health Safety and Industrial Relations)
- Strategic Governance
- Risk Management
- Economic Development
- Community Compliance and Environmental Health
- Emergency Management

The Executive Assistant provides customer-focused administrative support to allow the Director to utilise time in the most effective and efficient manner. The position may represent the Director in interactions with staff and stakeholders. The role will require broad knowledge of the Directorate and the wider organisation, to assist the Director in problem solving and providing input into policy and process development.

Key Accountabilities

Executive Support

- Build a partnership with the Director by prioritising and anticipating their needs, managing their schedule to optimise the use of their time, and by providing efficient and effective administrative support.
- Operate as the key liaison for the Director, exhibiting a professional demeanour and modelling the organisation's values through all interactions and actions.
- Manage confidential and sensitive information with discretion and maintain public records in accordance with Council's internal procedures and processes.



- Work with directorate staff to administer the directorate's budgets, forecasts, and expenditure, including the reconciling of invoices and raising of purchase orders where required.
- Provide administrative support to directorate staff as requested.
- Provide support to the Executive Support and Governance Officer in the preparation and distribution of Council Meeting and Workshop Agendas.
- Provide support to the Executive Support and Governance Officer in the preparation and distribution of minutes of Council meetings.
- Coordinate the preparation of agendas, attend meetings, produce minutes, and record actions for the Director when needed.
- Monitor the Director's email inbox and assist in actioning, referring, and following up on tasks.
- Manage enquiries, invitations and appointment requests and telephone calls.
- High level of accuracy in all written tasks and correspondence.

Innovation and Continuous Improvement:

- Identify opportunities and initiate action to improve systems and processes.
- Use interpersonal skills and influence strategies to gain others' commitment to new work processes.
- Drive the implementation of continuous improvement initiatives across the directorate to improve customer satisfaction, efficiency, and output.
- Independently anticipate problems or opportunities and take early action to address them.
- Set high standards of performance, quality, and accountability for oneself and others.
- Review and proofread reports, communications, and other documents to ensure they are accurate, completed to a professional standard.
- Develop a broad understanding of the Corporate Software system.
- Develop a broad understanding of Doc Assembler and other records management software.

Research and Special Projects:

- Undertake research and prepare reports, briefings, and engaging presentations using Council's systems and other contemporary applications as needed.
- Specific projects, at the request of the Director, are coordinated, administered and delivered efficiently and to a high standard.

Other duties as directed by the Director of Organisational Performance, Strategy and Engagement.

Selection Criteria

- A tertiary or vocational qualification in business administration, or its equivalent, or demonstrated experience in the workforce performing similar functions to the position description.
- General awareness and understanding of legislation and regulations pertaining to local government in Tasmania or another jurisdiction.
- Demonstrated ability to interpret and apply legislation
- General awareness and understanding of records management responsibilities.
- Demonstrated ability to draft high-level documentation.
- Demonstrated ability to take minutes.



Progressive



Prosperous



Proud



- Capacity to undertake research & discrete projects as necessary.
- Experience in general administrative functions.
- Knowledge and experience using Microsoft Office Programs (Word, etc).

Qualifications and Skills

Essential

- Experience at senior-level administrative functions providing support to executives.

Desirable

- Diploma of Business Administration, Diploma of Legal Services, or equivalent qualification or experience.
- Experience in the Local Government sector
- Current C class drivers license

Key Challenges

A key challenge will be to assist the Director achieve their strategic objectives by providing reliable and confidential administrative support. The successful candidate will need to build a partnership with the Director by prioritising and anticipating their needs, managing their schedule to optimise the use of their time, and by providing efficient and effective administrative support. Another key challenge will be the requirement to develop a broad knowledge of the directorate and the wider organisation.

Key Internal relationships

Who	Why
General Manager	As key liaison for the Director
Councillors	As key liaison for the Director
Executive Team	As key liaison for the Director
Management Advice	To drive continuous improvement initiatives across the directorate and to improve customer satisfaction, efficiency, and output
Audit Committee	As key liaison for the Director
Joint Consultative Committee	As key liaison for the Director
WHS Committee	As key liaison for the Director
Council Staff	As key liaison for the Director

Key external relationships

Who	Why
General Public	As key liaison for the Director
Employee Representative Organisations	As key liaison for the Director



Federal & State Government Departments	As key liaison for the Director
Private Businesses	As key liaison for the Director
Local schools	As key liaison for the Director
Local Not For Profit Organisations	As key liaison for the Director

Decision Making

- Ability to work independently and make considered decisions within the scope of the key responsibilities of the position, including planning, organising, setting of priorities and achieving deadlines.
- You will receive support from a diverse, goal-orientated team.

Direct Reports

Nil

Instructions for applying:

Applicants for this position should submit a statement against the selection criteria not exceeding 1000 words and a Resume to jobs@georgetown.tas.gov.au. Applications should be submitted no later than 5pm on Sunday 14th of April 2024. Enquiries should be made to Executive Officer – People & Culture on 03 6382 8800, or on the above email.

Acknowledgment

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required.