



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Executive Support Officer

1. **TITLE and POSITION NUMBER:** Executive Support Officer (071)
2. **LEVEL:** Level 6/7 – as per the [LGIA 2020 \(WAIRC\)](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent Part Time
4. **DEPARTMENT/SECTION/LOCATION:** Assists the Executive Managers of the Shire of Merredin, across all directorates.
5. **HOURS:** The employee will work a 20 hour week, within the scope of working hours between 8.00am to 5.00pm, Monday-Friday as agreed.

6. POSITION OBJECTIVES

To provide confidential and efficient administration support to the Executive Managers of the Shire of Merredin and to ensure that clerical, administrative and other tasks, as directed by the Executive Managers, are carried out in an efficient and timely manner and to an appropriate standard.

7. REQUIREMENTS OF THE POSITION

7.1 EXPERIENCE:

- Demonstrated experience in providing administrative support at a high standard.
- Considerable experience in an administration/secretarial position; and
- Demonstrated ability to work independently, to agreed outcomes and within designated timeframes.

7.2 KNOWLEDGE and SKILLS:

- Highly developed word processing skills;
- High level of computer literacy skills, particularly Microsoft Office applications;
- Efficient report preparation, minute-taking and document compilation skills;
- Ability to effectively manage time and prioritise tasks;
- Well-developed written and verbal communication skills;
- Sound research skills; and
- Effective office organisation skills.

8. KEY DUTIES/RESPONSIBILITIES

Executive Manager Support

- Provide competent, efficient and confidential secretarial and administrative support to Executive Managers;
- Accurate typing of Shire correspondence, memorandums and reports as required by Executive Managers, as directed;
- Coordinate and undertake research and special projects as required by Executive Managers, as directed;
- Daily maintenance, organisation and control of Executive Managers' diaries and appointments;
- Arrange registration, booking of travel and accommodation and distribution of itineraries for all conferences/training courses/events for Executive Managers;
- Manage the Executive Managers' working files and records, including digitisation of paper-based documentation;
- Act as a point of contact for all telephone calls, counter enquiries and incoming mail specific to the Executive Managers in their absence, assessing importance,

responding to enquiries and addressing concerns where possible, and redirecting to other staff where appropriate;

- Purchase and delivery of supplies required within budgetary constraints;
- Oversee the administration of the Town's Cemetery, including assessment of applications, database management and recording of burials.
- Distribute relevant information to Executive Managers regarding training and conferences;
- Draft correspondence and reports for Executive Managers as required;
- Maintain waste management related databases;
- Provide administration support in relation to fines enforcement;
- Arrange registration and booking of training for the works team members; and
- Provide general administration support to Executive Managers as required.

Customer Service/ Other

- Provide a friendly, responsive and customer focussed service to internal and external customers, including assisting with front counter services as required;
- Be prepared to work flexible hours to meet service needs of the organisation;
- Provide assistance and guidance to new officers in terms of the protocols and procedures applicable to Executive Managers;
- Attend and assist with Council Meetings and Briefing Sessions in the absence of the Executive Officer, if required; and
- Other duties from time to time as requested by the Executive Managers.

9. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Manager Strategy and Community

Supervision of: Nil

Internal and External Liaison:

Internal: Chief Executive Officer
Executive Manager Strategy and Community
Executive Manager Corporate Services
Executive Manager Development Services
Executive Manager Engineering Services
Other Staff and employees

External: Councillors
Community Groups
Ratepayers
General Public
Government Departments

10. EXTENT OF AUTHORITY

Operates under the direction of the Executive Managers of the Shire of Merredin, within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government act and all other relevant legislation. Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

11. SELECTION CRITERIA

Essential:

- High level of competency in Microsoft Office suite of programs;

- Excellent communication and interpersonal skills;
- Effective time management skills;
- High standard of presentation of work;
- Ability to work both autonomously and as an effective team member;
- Self-motivated and resourceful;
- Sound knowledge and experience in implementing new systems and procedures; and
- Excellent problem-solving skills.

Desirable:

- Understanding of Local Government principles and procedures;
- Good public relations skills; and
- Hold a current valid C Class Driver's Licence.

12. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Pre-employment Medical Examination and drug and alcohol test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions are in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

| | | |
|---------------------------------------|----------------------|-------|
| <i>Current Incumbent</i> | Incumbent Signature: | Date: |
| <i>Current Manager</i> | Manager Signature: | Date: |
| <i>Chief Executive Officer</i> | CEO's Signature: | Date: |