

Executive Assistant to the CEO

Classification:	Level 5
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Office of the CEO
Directorate:	Office of the CEO
Location:	Administration Office
Date reviewed:	January 2025
Approved by:	Chief Executive Officer

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purpose and Objectives

To provide confidential high level administrative and executive support to the Chief Executive Officer, Shire President, Deputy President and Executive Management Group.

The role is critical in supporting the overall coordination of administrative and corporate processes across the Shire.

Position Key Responsibilities and Duties

Corporate/Organisational

- Provide administrative assistance and executive support for the Chief Executive Officer, Shire President, Deputy President and Executive Management Group, including confidential matters in a busy and politically sensitive environment
- Coordinate and arrange meeting dates and times for the Chief Executive Officer, Shire President, Deputy President and Executive Management team
- Provide administrative support in a timely manner that meets or exceeds the Shire's Customer Service Charter with a focus on continuous improvement
- Arrange all travel requirements for the Chief Executive Officer, Councillors and staff required to travel on Council business
- Arrange Citizenship Ceremonies, both public and private, including the preparation of appropriate paperwork, venues, catering and all other preparation
- Provide administrative support to the OCEO directorate.
- Provide support to OCEO for all InfoCouncil and Corporate Business Plan reporting, updates and queries.
- Coordinate and lead the Executive Support team meetings for the purposes of ensuring corporate requirements are communicated and progressing adequately across the Directorates
- Compile the monthly Councillor Information Bulletin for the OCEO directorate
- Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time
- Display a high degree of discretion, confidentiality, initiative and adaptability while prioritising multiple tasks
- Possess a good understanding of general Council politics and sound understanding of all local government functions
- Provide back-up support for the Senior Administration and Governance Officer position, inclusive of Council agenda compilation, minute taking and Councillor Information Bulletin compilation
- To undertake other reasonable duties as required from time to time

Administration

- Co-ordinate an efficient and accurate secretarial service for the CEO and other Executive Management Group (EMG) members, when required
- Co-ordinate and effectively manage the calendars of the CEO and Shire President
- Monitor, acknowledge and record incoming/outgoing correspondence and emails on behalf of the CEO and Shire President

- Ensure internal documentation provided to the CEO for consideration is contained within the correct format and where appropriate any authorisation exercised under delegation is recorded within the Shire's 'Attain' system
- Attend ad hoc meetings with the CEO for the purpose of minute taking, when required
- Assist with the development of secretarial and general administrative procedures related to this position
- Facilitate the production of agendas, minutes and reports
- Produce accurate, reliable and correctly formatted correspondence as directed by the CEO or Shire President
- Coordinate and prepare the agenda and take minutes for the weekly Executive Management Group meetings and bi-monthly Manager Coordination Group meetings as may be required.

Customer Interface

- Where relevant maintain effective and co-operative communication with, businesses, ratepayers and other major stakeholders, to ensure ethical and transparent working relationships are maintained in carrying out Council policy
- Provide information to the general community and Council staff within area of responsibility

Organisational Responsibilities

Human Resource Management

- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.

Work Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at WHS Committee if requested
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations, if required

Compliance:

- Ensure compliance with relevant legislation, policies and procedures
- Ensure all documentation is appropriately recorded and stored
- Ensure compliance with software licence requirements
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies,

procedures and guidelines

Organisational:

- To develop and review policies and procedures
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive
- Oversee and report on financial and costing reporting as required as part of the budgetary process, including raising purchase orders and credit card reconciliation within Shire purchasing policies and procedures
- To contribute to the efficient and effective delivery of Council services

Organisational Relationship/Context

Reports to:	Chief Executive Officer
Internal Contacts:	All Shire Staff Shire President Deputy Shire President Councillors
External Contacts:	Public/Ratepayers Regional bodies State and Commonwealth Government agencies Aboriginal Stakeholder groups Other Local Governments Guests and Visitors
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Demonstrated experience in high level administrative roles equivalent to 5 years or greater.
- Ability to manage complex calendars, prioritise tasks and meet tight deadlines with a high level of detail.
- Developed communication and interpersonal skills with an ability to build and maintain effective relationships and resolve conflict.
- Highly developed verbal and written communication skills with the ability to draft correspondence, prepare agendas and minutes and liaise professionally with internal and external stakeholders.
- Ability to handle sensitive information with integrity whilst maintaining confidentiality
- Experience in working with Microsoft Office Suite, scheduling tools and document management systems
- Ability to thrive in a fast paced environment and adjust to shifting priorities.
- A proven ability to contribute effectively to Directorates by being a team player with significant

time management skills, ability to work under pressure and with limited supervision

- Ability to manage logistics for meetings, travel and corporate events, whilst anticipating needs and proactively resolving issues.
- A demonstrated understanding of the principles of equal opportunity, work health and safety and other relevant legislation, and the willingness and capacity to implement or work within the relevant plans, policies and programs

Desirable:

- Demonstrated experience within Local Government
- A qualification in any of the relevant fields or appropriate training and experience (ie Diploma in Business Administration or equivalent)
- Current unrestricted "C" class national driver's licence

Please note: *it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.*