

## PART 1 – POSITION DETAILS

<b>Position Title</b>	Administration Officer – Office of the CEO
<b>Position Number</b>	NB0103
<b>Division</b>	Office of the CEO
<b>Pay Rate</b>	G
<b>Reports to</b>	Executive Assistant to the CEO
<b>Hours</b>	70 hours per fortnight
<b>Status</b>	Permanent
<b>Date of last review and update</b>	November 2019

## NORTHERN BEACHES COUNCIL'S VISION

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

## DIVISION

### The Chief Executive Officer's Division

The Chief Executive Office provides executive assistance, co-ordination and administrative support to the CEO and manages the day-to-day operations of the Office. This Unit also oversees a range of strategic projects, priorities and relationships with a diverse range of stakeholders.

## PART 2 – BUSINESS UNIT OVERVIEW

### The Role

Reporting to the Executive Assistant to the CEO (EA) of Northern Beaches Council the Administration Officer assists in coordinating resources to ensure high performance service delivery across Council. The position may liaise with internal and external stakeholders including Senior Management, members of the public and elected officials.

The Administration Officer provides assistance, co-ordination and administrative support to the EA and the Chief Executive Team and assists with managing the day-to-day operations of the office of the CEO.

## **PART 3 – KEY RESPONSIBILITIES**

### **Administrative Support**

- Assist with the administration requirements of the Office of the CEO.
- Assist with the management of the CEO's correspondence, including monitoring of due dates and following up matters on behalf of the Executive Assistant and other general record keeping as it relates to the Office of the CEO.
- Assist with organising conferences, events, team meetings, appointments and travel.
- Provide a friendly and professional service to those who come in contact with the CEO's Office.
- Assist with the provision of a secretarial service for meetings or committees as requested by the EA. This may require the taking of minutes, preparation of agendas and the distribution of minutes/meeting papers.
- Provide administrative cover for the Chief Executive Team.
- Provide a friendly and professional service to all internal and external stakeholders including senior staff, staff from local MPs offices, government agencies, community groups and the general community.
- Assist with general office duties e.g. stationery orders and catering.
- Responsible for processing invoices expenses and other financial transactions.
- Assist with promotion of initiatives and policies across Council.
- Records Management

### **Administration and Projects**

- Design, develop and improve administration systems to ensure they operate in a timely and efficient manner
- Ensure high level of computer skills are applied in word processing, desktop publishing, spreadsheets, PowerPoint, Pro Map and data base development and maintenance, ensuring work produced is professionally presented and of the highest quality.
- Assist with management of the EA monthly meetings including preparation of agenda and management of action points.
- Undertake special Council related projects as agreed with the EA.

### **WHS and Legislation**

- Maintain a clean and safe work environment, while complying with safety policies and procedures
- Comply with statutory and regulatory requirements and standards
- Exercise Workplace Health, Safety and Rehabilitation responsibility, accountability and authority as outlined in WH&S procedures

### **Leadership**

- Take personal responsibility for behaving in accordance with the organisation's values and directions
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross-organisational communication and activities.

\*While this position description covers the key areas of responsibilities, day-to-day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

## **PART 4 – ESSENTIAL CRITERIA**

### **Educational Requirements and Level of Experience**

Substantial experience in a similar assistant role requiring strict confidentiality in all aspects of work.

### **Skills and Knowledge**

- Highly developed computer application skills including operation of a window based system, word processing, spreadsheets, PowerPoint and databases
- Highly developed interpersonal communication skills and an ability to deal with people of diverse backgrounds
- Meticulous written communication skills
- Ability to observe strict confidentiality in all aspects of services provided
- Demonstrated excellent planning, organising and time management skills, within an environment of frequent interruptions and conflicting priorities
- Ability to work with initiative and versatility on a wide range of matters
- Demonstrated ability to follow up actions in a timely manner
- Ability to self-manage, prioritise, deliver on several priorities at once and multi-task.
- Capacity to work independently and as part of a team with a flexible work ethic to meet varying workload demands of the position
- Behaviour that positively demonstrates Council's values of: Trust, Teamwork, Respect, Integrity, Service and Leadership.

## **PART 5 – DESIRABLE CRITERIA**

- Relevant educational attainment and any other general qualifications relevant to high level administration work.
- Knowledge of relevant legislation.
- Previous experience in a similar Local Government role.
- Class C Driver's Licence