



Executive Support Officer

Full Time

Position Description
March 2026

1 Title

- Executive Support Officer

2 Level and Award

- Level 4 – Level 6 Local Government Industry Award 2020

3 Department – Section

- Office of the Chief Executive Officer

4 Location

- Administration Centre

5 Position Summary

- Support the efficient functions of the Office of the Chief Executive Officer of the Shire of Wickepin through the provision of confidential administrative and governance support to the Chief Executive Officer and other employees, as required.

6 Key Duties and Responsibilities

6.1 Administrative Support

- Provide confidential administrative support for the Chief Executive Officer, Shire President, and Councillors, as directed by the Chief Executive Officer.
- Provide confidential administrative support for the Executive Team - Chief Executive Officer, Deputy Chief Executive Officer and Manager of Works and Services.
- Develop and maintain operating practices and guidelines as they pertain to the Shire Administration.
- Follow-up public enquiries relating to the Shire Administration.

6.2 Governance Services

- Ensure all advertising and public notices are published in accordance with legislative requirements.
- Coordinate the preparation of agendas and record and process minutes of Council, Committee/s and other meetings, as directed, and within legislative timeframes.
- Co-ordinate meetings and appointments for the Chief Executive Officer.
- Receive all telephone calls and counter enquiries for the Chief Executive Officer.
- Prepare Council and other reports, as required.
- Prepare general documentation, including newsletters and invitations, as directed.
- Undertake research, analysis, and other projects, as required.
- Oversee the organisation of Council meetings, civic functions, and other meetings involving Council Members and / or the Chief Executive Officer.

- Ensure visitors and guests to the Shire of Wickepin are warmly welcomed and correctly advised.
- Ensure statutory deadlines under the *Local Government Act 1995*, and other relevant legislation, are met.
- Maintain Council registers, as required.
- Coordinate the collation and publication of Council documents.
- Develop and maintain the Shire of Wickepin website and social media presence.

6.3 Shire Housing

- Handle enquiries regarding available rental housing within the Shire, and facilitate the issuance and collection of housing applications.
- Prepare and issue lease agreements for tenants of Shire-managed rental properties.
- Conduct annual inspections of Shire rental properties and compile detailed inspection reports.
- Coordinate and manage maintenance requests and issues for all Shire rental properties.

6.4 Other General Administrative Support

- Assist in the provision of consistent, quality and efficient customer service to all customers (telephone, in-person, and electronic).
- Assist and direct general public enquiries and provide information, documents and statutory forms.
- Assist with hiring Council facilities.
- Assist in the collection, receipt, and reconciliation of monies received at the front counter.
- Assist in the provision of Department of Licencing duties.
- Manage incoming building, planning, and health applications, and work closely with Shire of Narrogin Officers to address the specific requirements of each application.
- Any other duties consistent with the level of this position, as required.

7 Relationships

7.1 Reports To

- Chief Executive Officer
- Deputy Chief Executive Officer

7.2 Direct Reports

- Nil

7.3 Internal Relationships

- Inside employees
- Outside workforce

7.4 External Relationships

- Community groups
- Ratepayers and residents
- Business organisations
- Government departments
- Other local governments

8 Extent of Authority

- Works under general supervision within established guidelines. Executes work allocated by other internal officers under their limited general direction.

9 Qualifications, Training and Experience

- No formal qualifications required.
- Extensive experience in a similar role is desired.
- Completion of high school certificate, vocational, or tertiary qualifications desirable.
- Current C class driver's licence.
- Recent police clearance.

10 Role Requirements

- Developed typing and word processing skills.
- Developed time management and organisational skills.
- Developed communication and public relations skills.
- Developed knowledge of the English language, including spelling, grammar and vocabulary.
- Sound numeracy knowledge.
- Developed knowledge of MS Suite applications (primarily Word and Excel).
- Working knowledge of local government, the local area, and the community.
- Operational knowledge of the IT Vision's SynergySoft Local Government Software System.
- Commitment to ongoing personal and professional development.

11 Additional Information

- 38-hour working week (8:30am to 5:00pm, Monday to Friday).
- ½ hour lunch break
- Monthly Rostered Day Off, which is to be taken in line with the established roster system.
- Irregular hours outside of normal work hours, paid as overtime, may occur.
- Completion and acknowledgement of required employee induction processes.

12 Agreement

- Employee Name _____
- Employee Signature and Date _____
- Chief Executive Officer
- Chief Executive Officer Signature and Date _____

13 Review History

- | | | |
|------------------|----------------------|-----------|
| • September 2010 | Reviewed and updated | M Hook |
| • August 2017 | Reviewed and updated | M Hook |
| • March 2023 | Reviewed and updated | N Cain |
| • October 2023 | Reviewed and updated | E Clement |
| • April 2024 | Reviewed and updated | K Bartley |
| • May 2025 | Reviewed and updated | E Clement |



Executive Support Officer

Remuneration Package

Position	Executive Support Officer
Department	Office of the Chief Executive Officer
Section	Administration
Position Classification	Level 4 – Local Government Industry Award 2020
Employment Type	Full Time
Location	Wickepin

Package Component, per annum	Without Shire Housing	With Shire Housing
Salary *	\$51,740	\$51,740
Over Award Allowance *	\$4,940	\$4,940
Leave Loading (17.5%)	\$763	\$763
Superannuation (11.0%)	\$6,319	\$6,319
Matching Superannuation (2.0%) **	\$1,149	\$1,149
Vehicle Provision	Not applicable	Not applicable
Rental Subsidy (If housing available)	-	\$7,800
Housing Payment (Own accommodation)	\$400	-
Telephone Allowance	Not applicable	Not applicable
Uniform Allowance	\$600	\$600
Retention Payment	\$500	\$500
Swimming Pool Access	\$120	\$120
Rostered Days Off	1 per month	1 per month
Total	\$66,531	\$73,931

* The package is calculated on a full time wage of 76 hours per fortnight for a full year.

** Employees must make a matching contribution to be eligible.