



Executive Support Officer

Position Description
October 2023

1 Title

- Executive Support Officer

2 Level and Award

- Level 4 – 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 secretarial support to other employees under their limited general direction.
- 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.
- Prepare and review Council policies and management practices.
- Coordinate the collation and publication of Council documents.
- Develop and maintain the Shire of Wickepin website and social media presence.

6.3 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.
- 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 |



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.



Executive Support Officer

Application Information

About your application

Applications must include a cover letter and resume, including the phone numbers of two (2) referees, and be submitted in any of the ways stated on the advertisement.

The cover letter should outline your desire for the role and why you feel you would be a successful candidate.

Applications received after the advertised closing date will not be considered in the initial selection process however may be used if no candidate is successful.

Referees and References

It is recommended you advise your referees you have nominated them on your application.

The referees you nominate should be able to comment on your recent work experience.

These referees will be contacted in the event you are the preferred applicant.

Resume

Your resume should provide personal details (e.g., name, address, and contact phone number), relevant work history, education, training courses attended, qualifications, and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates / period of employment.

In the description of history, give a brief summary of the duties and responsibilities for each of the positions.

Qualifications and Other Documents

Certain positions require tertiary qualifications or specific certificates.

It is recommended only copies of qualifications and other document be included with your application so as to avoid loss or damage to the originals.

You may be required to present the originals at a later time.

Further Information

If you require further information in relation to this position, please contact the nominated person included on the advertisement on 08 9888 1005.

Additionally, the Shire website contains information about the district and the communities within it (www.wickepin.wa.gov.au).

Medical Examination

The preferred applicant may be requested to undertake a pre-employment medical, including substance and alcohol screening, which will be covered by the Shire.

Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.

Police Clearance

The preferred applicant will be required to provide a recent National Police Clearance, not more than three (3) months old, which will be covered by the Shire.

Any offer of employment will be conditional upon the applicant being assessed against the Police Clearance.

Eligibility to Work in Australia

The preferred applicant will be required to demonstrate eligibility to work in Australia and will be required to undergo an identity check.

Any offer of employment will be conditional upon the applicant being suitably identified and demonstrating eligibility to work in Australia.

Policies and Procedures

The successful applicant is required to comply with all policies and procedures of the Shire, including policies, practices, standards, specifications, instructions, and procedures.

Additionally, the successful applicant will be required to abide by the Shire's Code of Conduct, as amended from time-to-time.

Workplace Health and Safety

The successful applicant must take appropriate steps during the course of employment to ensure the safety of themselves and others are not compromised.

This includes complying with safety legislation and Shire policies.

Reliance on Qualifications

The successful applicant acknowledges and warrants –

- The Shire has relied on the qualifications and experience set out in the application for employment and related documents, and
- The correctness of all information contained in the application and those documents.

Probation Period

A standard probationary period of three (3) months will apply to this position primarily to give time to assess the incumbent's knowledge of, and suitability to, the role.

Other Conditions of Employment

All other conditions of employment are in accordance with the *Local Government Industry Award 2020*.

Equal Opportunity

The Shire of Wickepin is an equal opportunity employer.