



## POSITION DESCRIPTION

### PERSONAL ASSISTANT TO DIRECTOR TECHNICAL SERVICES

**Department:** Technical Services

**Reports to:** Director Technical Services

**Location:** Coonabarabran

**Grade:** 9

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#### COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

#### COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### PRIMARY PURPOSE OF THE POSITION

Provide full administrative and secretarial support at a senior level to the Director to ensure the smooth management of their day to day affairs, and most effective use of their time. Handle sensitive and complex issues in a professional and objective manner.

#### KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Screen calls, enquiries and requests, and deal with them when appropriate.
- Process Director's correspondence, ensuring that incoming correspondence is dealt with by the Director / or on behalf of the Director, or other staff as appropriate.
- Manage Director's electronic diary, assessing priority of appointments and reallocation as necessary.

- Produce documents, briefing papers, reports and presentations for the Director.
- Organise meetings and ensure that Director is well prepared for those meetings, preparing agendas, pre-meeting briefings and meeting papers.
- Prepare correspondence and reports for Business Paper, including meeting instructions.
- Manage arrangements for directorate and other meetings, including production / distribution of agenda, reports and minutes.
- Maintain and update accurate records using the electronic diary, mail and computer databases.
- Organise appointments, meetings and conferences which may include collating meeting papers, coordinating venues and arranging travel itineraries and details.
- Ensure requests for advice or correspondence are provided in a professional and timely manner.
- Undertake research for specific information using electronic resources and/or networking relationships with internal and external key stakeholders.
- Review Budget Submissions and arrange payment when approved by Council.
- Assist Director in researching and following up with action on matters which fall within the Director's responsibility – chasing responses, triggering follow-up action.
- Research and audit internal policies and procedures as directed and prepare reports.
- Provide professional, effective customer service to internal and external customers.
- Liaise with government departments, senior staff, Mayor, Councillors and other internal and external stakeholders on behalf of the Director.
- Liaise with Executive Assistant to General Manager, and other Personal Assistants to Directors to build working relationships in a team environment.
- Carry out duties in accordance with Council's Values, Code of Conduct, policies, procedures and strategies.

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

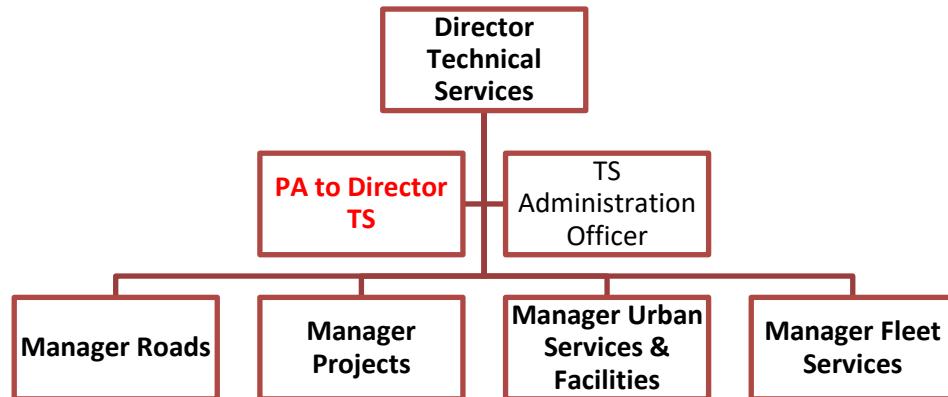
#### **ESSENTIAL REQUIREMENTS**

- 1 Commitment to Council's Mission, Values and Code of Conduct.
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Extensive experience in an office administration role and Certificate IV in Business Administration or equivalent relevant qualification.
- 4 Demonstrated high level of confidential probity.
- 5 Excellent computer skills in word processing, database packages, browsers and email programs, preferably Microsoft Office (Word, Excel, Outlook) and fast, accurate typing.
- 6 Demonstrated high level oral and written communication skills, including experience in report writing and a strong attention to detail.
- 7 Demonstrated strong organisation, prioritisation and time management skills and ability to meet deadlines.
- 8 Demonstrated commitment to quality customer service principles and practices.
- 9 Friendly and welcoming personality with the ability to develop and maintain strong working relationships with a broad cross-section of individuals, stakeholders and organisations.
- 10 Class C NSW Drivers Licence.

#### **DESIRABLE REQUIREMENTS**

- 1 Diploma in Business or equivalent relevant qualification.
- 2 Ability to solve problems by applying standards, established practices and procedures or operating instructions.
- 3 Experience in local government.
- 4 Demonstrated ability to undertake special projects.

## DEPARTMENT STRUCTURE



## CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability).

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	<b>Display Resilience and Adaptability</b>	<b>Adept</b>
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	<b>Communicate and Engage</b>	<b>Intermediate</b>
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Intermediate</b>
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"><li>• Is flexible, showing initiative and responding quickly to change</li><li>• Accepts changed priorities and decisions and works to make the most of them</li><li>• Gives frank and honest feedback / advice</li><li>• Listens when challenged and seeks to understand criticisms before responding</li><li>• Raises and works through challenging issues and seeks alternatives</li><li>• Stays calm and acts constructively under pressure and in difficult situations</li></ul>
<b>Relationships</b> Communicate and Engage	Intermediate	<ul style="list-style-type: none"><li>• Focuses on key points and communicates in 'Plain English'</li><li>• Clearly explains and presents ideas and technical information</li><li>• Monitors own and others' non-verbal cues and adapts where necessary</li><li>• Listens to others when they are speaking and asks appropriate, respectful questions</li><li>• Shows sensitivity in adapting communication content and style for diverse audiences</li></ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"><li>• Takes the initiative to progress own and team work tasks</li><li>• Contributes to the allocation of responsibilities and resources to achieve team/project goals</li><li>• Consistently delivers high quality work with minimal supervision</li><li>• Consistently delivers key work outputs on time and on budget</li></ul>
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"><li>• Shows confidence in using core office software and other computer applications</li><li>• Makes effective use of records, information and knowledge management systems</li><li>• Supports the introduction of new technologies to improve efficiency and effectiveness</li></ul>

### CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

## **Work Health and Safety**

**Employees** – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

## **Privacy and Confidentiality**

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the Local Government (State) Award.

## **Hours of Work**

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch. In addition, attendance at evening meetings and Council events outside the normal hours of work is an expectation for this position, by agreement with the Director Environment and Development Services.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks. Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum.

Under the Paid Parental Leave Act 2010, employees who have 12 months continuous service with the employer will be eligible for paid parental leave.

### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly as required by the Australian Taxation Office.

### **Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

### **Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

### **Health Monitoring Requirements**

This position currently has no mandatory health monitoring requirements, however you are eligible for the following under Council's Health Monitoring Procedure:

- Flu vaccinations – Council runs an annual vaccination program, usually during May
- COVID vaccinations pursuant to Public Health Orders
- Bi-annual skin cancer checks as part of Council's program.

Some vaccinations may be offered only as part of an annual program and you are encouraged to ask a member of Human Resources if you have any questions.

### **Council Induction**

Before commencing duties all workers must complete a Council induction.

### **Camera Surveillance and GPS tracking**

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.