MOUNT BARKER
DISTRICT COUNCIL



Position Description

EXECUTIVE ASSISTANT

About the Position	
Job Title:	Executive Assistant
Workplace Agreement:	Mount Barker District Council Municipal Officers Enterprise Agreement and Relevant Award
Classification	General Officer Level 4/5
Employment Conditions:	Permanent Full Time
Reports to:	Executive Leader
Direct Reports:	NIL
Position Number	

About the Role	
Role Purpose:	The Executive Assistant provides high-level executive, administrative and coordination support to an allocated Executive Leadership Team member and their department. The role contributes to organisational effectiveness through the proactive management of executive priorities, stakeholder engagement, departmental coordination, communication and information management. It supports the Executive Leadership Team member in delivering strategic and operational outcomes by facilitating the efficient flow of information, coordinating key commitments and fostering collaboration across the organisation. Acting as a trusted support resource, the Executive Assistant serves as a key liaison point between the Executive Leadership Team member, Corporate Governance Group, Managers, Team Leaders, employees and external stakeholders. The position requires a high degree of initiative, discretion, sound judgement and organisational awareness, together with the ability to maintain a broad organisational perspective and a helicopter view of departmental and organisational priorities. While the core accountabilities of the role are consistent across Council, the Executive Assistant may be required to undertake department-specific

	coordination, communication and support activities relevant to the portfolio and operational requirements of the allocated Executive Leadership Team member.
Key Responsibilities:	**1. Executive Administration & Coordination** Provide high-level executive support to an allocated Executive Leadership Team member to maximise leadership effectiveness and organisational outcomes. Key accountabilities include: • Managing executive priorities, commitments, correspondence, communications, diary requirements and workflow activities. • Coordinating and supporting executive, leadership and departmental meetings, including agenda preparation, supporting documentation and follow-up actions. • Managing executive communications and information flows to ensure timely, accurate and professional responses. • Assessing, prioritising and triaging incoming correspondence, enquiries and requests, exercising judgement to determine appropriate actions and escalation pathways. • Coordinating travel, events, stakeholder engagements and other executive commitments. • Maintaining a high degree of professionalism, confidentiality and discretion when dealing with sensitive matters. **2. Departmental Coordination & Communication** Support the effective coordination of departmental activities and communication between the Executive Leadership Team member and the wider organisation. Key accountabilities include: • Acting as a communication conduit between the Executive Leadership Team member, Corporate Governance Group, Managers, Team Leaders and employees. • Facilitating the effective flow of information across the department and broader organisation. • Supporting departmental planning, reporting and operational coordination activities. • Assisting with the communication of priorities, decisions, initiatives and organisational messages. • Coordinating information and documentation required to support leadership discussions and decision-making. • Supporting alignment between departmental priorities and organisational objectives. **3. Stakeholder Engagement** Develop and maintain productive relationships that support the achievement of Council objectives and facilitate effective engagement with internal and external stakeholders. Key accountabilities include: • Acting as a key point of contact on behalf of the Executive Leadership Team member.

- Supporting effective communication with community members, government agencies, consultants, industry representatives, elected members and partner organisations.
- Coordinating responses to correspondence, enquiries and stakeholder matters requiring executive attention.
- Supporting stakeholder engagement activities, workshops, consultations and events.
- Promoting a professional and positive image of Council through high-quality customer service and communication.

4. Strategic & Business Support

Support executive leadership, organisational effectiveness and departmental performance through research, coordination and action management.

Key accountabilities include:

- Supporting executive decision-making through research, briefing preparation, analysis and information collation.
- Coordinating and monitoring the progression of commitments, actions and outcomes on behalf of the Executive Leadership Team member.
- Supporting the delivery of departmental priorities, strategic initiatives and organisational objectives.
- Assisting in the preparation of reports, presentations, business cases and briefing materials.
- Contributing to continuous improvement initiatives and opportunities to enhance departmental effectiveness and service delivery.
- Providing informed administrative and coordination support to strategic and operational projects.

5. Governance, Records & Corporate Administration

Support compliance with legislative, policy and corporate administration requirements while maintaining effective information and records management practices.

Key accountabilities include:

- Managing corporate records in accordance with the State Records Act 1997, Council policies and approved information management practices.
- Ensuring executive correspondence, decisions, reports and business records are appropriately captured and maintained within approved corporate systems.
- Supporting departmental compliance with Council policies, procedures and administrative requirements.
- Undertaking procurement, accounts payable and other administrative activities in accordance with delegated authority and corporate requirements.
- Supporting a consistent and collaborative Executive Assistant network across the organisation.
- Providing support and coverage for Executive Assistant colleagues during periods of leave or peak workload.

General Responsibilities	• To comply with Council's Employee Behaviour and Conduct Policy and all other policies and procedures as varied from time to time. • To manage all Corporate Records in accordance with required policies and procedures and the State Records Act 1997 • Within the scope of this position, manage all risks within the workplace as defined by Council's Enterprise Risk Management Policy. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. • To be aware of the objectives and strategies contained within the Community Plan 2020-2035 and the broad strategic direction of Council
Required Skills & Knowledge	• Highly developed communication, interpersonal and relationship management skills. • Exceptional organisational, planning and time-management skills. • Ability to build productive relationships and influence outcomes across all levels of the organisation. • Strong written communication skills, including the preparation of reports, correspondence, briefing notes and presentations. • Demonstrated ability to manage competing priorities and stakeholder expectations. • Ability to exercise initiative, discretion, judgement and confidentiality. • Strong analytical, research and problem-solving skills. • High-level customer service and stakeholder engagement capability. • Advanced proficiency in Microsoft 365 and contemporary business systems. • Sound understanding of records management principles, information governance requirements and legislative obligations, including the State Records Act 1997. • Sound understanding of local government operations, governance principles and organisational structures.
Required Experience & Qualifications	**Essential** • Demonstrated experience providing executive support to senior leaders within a complex organisation. • Experience coordinating communications, business activities and stakeholder engagement across multiple organisational levels. • Experience preparing reports, correspondence, briefing papers and executive documentation. • Demonstrated experience managing sensitive and confidential matters. • Certificate IV in Business Administration or equivalent experience. **Desirable** • Experience working within local government or a public sector environment. • Tertiary qualifications in business, administration, management or a related discipline. • Experience supporting strategic planning, organisational initiatives or departmental business coordination.

Our Values & Behaviours	
Mount Barker is Bold, Eclectic and Spirited in connecting with its community. We strive to create the most livable region in South Australia. We Are:	
EMPOWERING;	by creating **trust**, **recognition**, and **accountability** with each other and for the community.
NEIGHBOURLY;	in how we **engage, approach** and **care** for and **consider** others.
AUTHENTIC;	and **true to self**. We **appreciate diverse differences** and promote **confidence** in all we do.
ADAPTABLE;	**innovative**, **resilient** and constantly **learning** so we can embrace and respond to change.
COURAGEOUS;	and **curious** and take ourselves out a **comfort zone** to find **exciting** opportunities and **unique** solutions.
KIND;	**respectful** and **supportive** to ourselves and others.

Work Health & Safety Responsibilities	
	• Ensure full compliance with Council's Safety and Rehabilitation Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility as outlined in Council's WHS and Return to Work Policy. • Ensure full compliance with responsibilities under the WHS Act 2012, the WHS Regulations 2012 and other relevant legislation, in particular: o Take reasonable care for your own safety and that of others at their work. o Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment. o Report safety hazards to supervisors to minimise and control risk. o Report immediately any incident or injury which arises in the course of your work. o Ensure completion of induction, instruction and training prior to undertaking tasks. o Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person. o Ensure personal adherence to Council's WHS Policies, Safety Work Procedures, Safe Operating Procedures and Safety Instructions.

Special Conditions	
	☒ Current C South Australian Drivers licence ☒ Police Check

	☐ Functional Assessment/Medical/Drug & Alcohol Testing ☐ Psychometric Testing ☐ Working with Children Check ☐ DCSI Aged Care Check ☒ Out of hours work may be required

Our Agreement		
Manager Name:	**Signature:**	**Date:**
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
Employee Name:	**Signature:**	**Date:**
General Manager:	**Signature:**	**Date:**
(GM Approval required if PD revised)		