



Executive Assistant

Position Number:	TBC	Department	Community Planning and Sustainability OR Lifestyle and Community
Level:	5	Award:	May be covered by Local Government Officers' Award
Remuneration:	\$86,349.30 Base Salary	Plus superannuation, housing and district allowances. \$3,500 retention bonus payable on completion of 3 years. <i>Base Salary and allowances are pro-rata for part-time</i>	
Reports to:	Executive Manager Community Planning & Sustainability OR Executive Manager Lifestyle & Community	Direct Reports:	NA
Last Reviewed:	People and Safety Culture Coordinator	Date:	19/03/2025
Approved:	Executive Manager Corporate Strategy & Performance	Date:	20/03/2025

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C A R E C H I P

Courage Authenticity Respect Excellence Cohesion Humility Inclusion Passion

POSITION OVERVIEW

As an Executive Assistant (EA), you will provide high-level administrative, operational, and strategic support to the Executive Manager. This role requires exceptional organisational skills, discretion, and the ability to manage multiple priorities in a fast-paced environment. Acting as a key liaison between the Executive and internal and external stakeholders, you will facilitate efficient communication, coordinate critical projects, and contribute to operational effectiveness. Your proactive approach and problem-solving skills will be essential in ensuring the seamless execution of tasks and initiatives.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.

- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Provide proactive support, including calendar management, travel coordination, meeting preparation, and correspondence drafting.
- ★ Serve as the primary contact for internal and external enquiries, filtering and prioritising emails and calls while maintaining professionalism and confidentiality.
- ★ Organise and facilitate meetings, including agenda preparation, note-taking, and follow-ups. Oversee document management, filing systems, and records retention.
- ★ Assist in planning and executing key projects, tracking deadlines, deliverables, and progress. Act as a liaison between departments to ensure alignment with the executive's vision.
- ★ Identify opportunities to streamline processes, improve efficiency, and address issues proactively to maintain smooth operations.
- ★ Address urgent or unexpected tasks as they arise, balancing priorities based on organisational needs. Support strategic initiatives and coordinate special projects as assigned.
- ★ Handle sensitive business information with the highest level of discretion.
- ★ Perform other duties as required that fall within the scope of the role, ensuring flexibility to meet organisational needs.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Working with Children's Check.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.

- ★ Highly effective written and verbal communication skills, including the ability to draft reports, correspondence, emails, and support the preparation of applications and documentation.
- ★ Proven experience in an executive support role.
- ★ Strong organisational and multitasking abilities.
- ★ High attention to detail and problem-solving skills.
- ★ Ability to work independently, take initiative, and anticipate the needs of the executive to ensure seamless operations.
- ★ Proactive, adaptable, and able to work under pressure while adjusting to shifting priorities.
- ★ Professional demeanour and strong interpersonal skills, with the ability to build and maintain positive relationships with key stakeholders.

DESIRABLE CRITERIA

- ★ Formal training or certification in business administration, office management, or a related field.
- ★ Previous Experience in Local Government.

POSITION COMPETENCIES

Experience	
Focus of Role	Administrative
Experience Level	Specialist knowledge in the context of the organisational or professional requirements with elements
Tasks	
Context Method	Standard application within field of expertise or depth / breadth of technical, trade or administrative
Skill Level	Written and communication skills involving numerical skills, organising skills, data collection, or other operational skills.
Judgement and problem Solving	
Problem Solving	Solve standard problems within an established framework.
Judgement	Apply knowledge from a complex or wide range of rules. May make decisions on use of resources impacting outside the work area or on clients.
Supervision and Independence	
Level of Supervision	Routine direction is given on tasks with some latitude given. Checking is selective rather than constant.
Organisational Relationships and Impact	
Work Area Relationships	Detailed knowledge of the interaction between work unit policies, systems and procedures and policies in other areas, make recommendations for improvement where the impact on related policies and activities is considered
Public/Other Staff Relationships	Effective communication within standard work processes
Impact	Decisions made directly impact own work area
Interpersonal Skills	Persuasive communication skills with ability to influence internal and external stakeholders for the resolution of technical, non-standard matters.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.

Planning & Organisation Skills	Advanced: Implements tools to keep track of a wide range of tasks, priorities and due dates. Manages and plans own work, may supervise or direct work of others in a single business unit.
Safety Procedures	Fundamental: Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participants in hazard identification and reporting.
Administration Skills	Proficient: Able to train others in the work area in the use of processes, software and office equipment to a detailed level. Completes more complex tasks within systems and processes.
Equipment Operation	N/A
Supervision Skills	N/A
Project Management	Advanced: Accountable for the quality, effectiveness, cost, timeliness of programs, projects or work plans. Prepares budget for projects.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.
Policy or Legislative Interpretation	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.
Report Writing	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
Budgeting Skills	Intermediate: Develop project, program or smaller work area budgets, which may be subject to further review or require to be managed within an overall Department budget.
Customer Service Skills	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.
Decision Making Skills	Intermediate: Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for more complex or intricate problems.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the **Community Planning and Sustainability OR Lifestyle and Community** Team with a starting salary from

\$ 86,349.30 per annum, plus allowances (if eligible) and superannuation (pro-rata for part-time)

Other cash benefits include but not limited to

- \$ 2,320.99 p/a District Allowance* (pro-rata for part-time).
- \$ 4,437.18 p/a Housing Allowance* (pro-rata for part-time).
- \$ 1,452.99 p/a Annual Leave Loading 17.5% (pro-rata for part-time).
- \$ 10,707.36 p/a Superannuation (Statutory) (pro-rata for part-time).
- \$ 1,862.15 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
- \$ 3,500.00 Retention bonus upon completion of 3 years of service*
- \$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

- 5 Weeks Annual Leave
- 2 Local Government Public Holidays
- 10 Days of Paid Personal Leave

10 Days of Paid Pandemic Leave

38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits

Annual Leave Travel Assistance Payment

Local Club Membership Subsidies

Gym Membership Subsidy

Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.