



Corporate Executive Assistant Application Pack

July 2024

Celebrating our diversity



ADVERTISEMENT3

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Corporate Executive Assistant – F240125

Full-Time, \$73,404 per annum (plus entitlements)

The Position

The Shire of Manjimup has an opportunity for a high functioning Executive Assistant. Your natural ability to multi task across a large range of administrative functions, foster stakeholder relationships, work autonomously, and the ability to work with a high level of accuracy will place you well for this role.

This role is responsible for:

- Providing administrative support to a range of positions including the CEO, Shire President and Councillors.
- Screening, assessing and deferring telephone calls for the CEO.
- Coordinate registration, travel, accommodation and payment for CEO, Shire President, Councillors and SMT to attend conferences, courses and seminars.
- Scrutinise and coordinate the placement of all newspaper advertising.
- Assist the Human Resources Manager with a range of functions including maintenance of employee personal files.
- Provide relief support in processing Council's fortnightly pay run and associated duties.

The Person

The ideal candidate will have the following skills and experience:

- Highly developed organisational and time management skills.
- Highly developed interpersonal, verbal communication and listening skills.
- Developed analytical, research and writing skills, including an ability to compile quality reports, memos and correspondence.
- Self-motivated and the ability to work autonomously, with a high level of accuracy.
- Ability to handle confidential material and sensitive issues.
- Developed knowledge of the English language including spelling, grammar and vocabulary.
- Developed knowledge of report structure, word processing and spreadsheet applications.
- Experience in Local Government, Human Resources Administration and/or maintaining and using of a range of computerised payroll systems (desirable).

The Benefits

The Shire provides the following benefits:

- Immediate start available.
- Additional superannuation matching up to 5.5%.
- Free Manjimup Regional AquaCentre membership.
- Free parking.
- Great opportunity providing challenging and varied scope of works.
- Idyllic location, tall timbers of the Southern Forests, to coastal settlements of the south, and providing an excellent work life balance.

To Apply

Well, what are you waiting for? Jump on to www.manjimup.wa.gov.au for all the information about the position, including the position description and how to apply. You can also find information on the Shire of Manjimup and the benefits of the local community.

To get further information, including the position description, please contact Emily O'Neil, Human Resources Manager, by phone (08) 9771 7751 or email hr@manjimup.wa.gov.au

Closing Date: 5.00pm Friday 12 July 2024

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

Shire of Manjimup Information

The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang.

The Shire of Manjimup, with an area of 7,028 square kilometres, is the largest shire in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,000 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

Within the Shire there are the four main townships of Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements of Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.

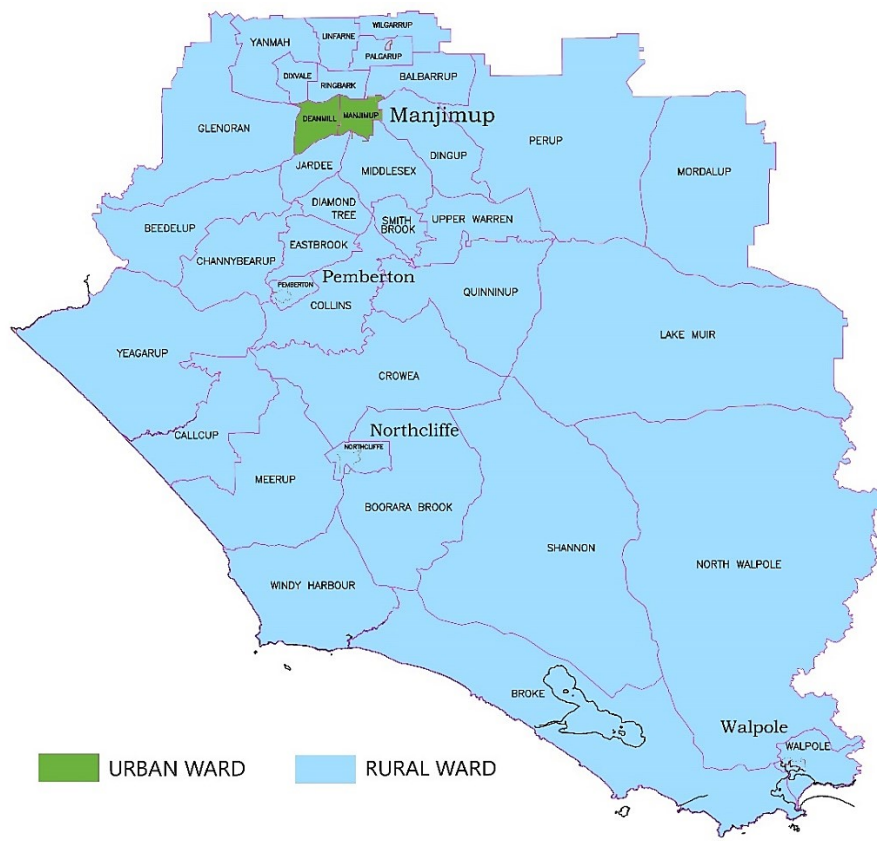


Image: The electoral Ward boundaries, towns and localities of the Shire of Manjimup.

Manjimup possesses areas of ecological, historical, agricultural, commercial and industrial interest. Within a short drive of the town, you can visit the King Jarrah, the Diamond Tree Lookout Tower and the Four Aces. Water attractions include historic Fonty's Pool, the Donnelly River and Glenoran Pool.

Watch this video tour of all our region has to offer:

www.facebook.com/shireofmanjimup/videos/1807679652632922

Our Community Vision

- We are a thriving region offering an excellent quality of life that is safe, liveable and welcoming.
- We value and care for our natural environment, which sustains both economic and recreational pursuits.
- Our industries are recognised for their resilience, quality and innovation and for their contribution to the state of Western Australia.
- Our economic diversity provides business and employment opportunities for all.

Our Mission

- The Shire of Manjimup is a professional, effective and helpful organisation with a genuine commitment to facilitating good governance and achieving the community's vision.
- We provide services and facilities, as well as manage legislation and develop policy, and we play a lead role in our Shire being an enjoyable and enviable place to live, work and visit.
- We care about our community – its wellbeing, its prosperity and its sustainable future.

Working at the Shire

The Shire of Manjimup employs over 180 employees throughout the region. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

Working for the Shire also comes with some added benefits. Some of the benefits available to employees may include:

| | |
|---|---|
| <p>A comprehensive healthy lifestyle and wellbeing program</p> <ul style="list-style-type: none"> • HIF and HBF private health discounts • Influenza vaccinations • Health seminars and exercise sessions • Executive health assessments • Employee assistance program <p>Financial Reward</p> <ul style="list-style-type: none"> • Superannuation up to 16.5% • Relocation expenses | <p>Professional and Personal Development</p> <ul style="list-style-type: none"> • Training and development • Study assistance • Study leave <p>Flexible Working Arrangements</p> <ul style="list-style-type: none"> • Flexible working hours • Rostered day off • Hour bank |
|---|---|

Note: The benefits listed above are not available to all employees (i.e. dependent on position and requirements of the job). They are also subject to change. Please contact Human Resources on (08) 9771 7777 for more information.

Organisational Values

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

| | |
|------------------------|---|
| Professionalism | We provide competent and effective services and encourage innovation and excellence in our people. |
| Courtesy | We are polite, approachable and helpful in our dealings with all people. |
| Integrity | We are honest and trustworthy and make fair and transparent decisions. |
| Reliability | We deliver services in an efficient and consistent way and honour our commitments. |
| Proactivity | We actively identify solutions to community issues by being consultative, open-minded, and showing bold leadership. |

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview.

For your application to be considered it **must** include:

1. Cover letter
2. Resume / Curriculum Vitae
3. Selection Criteria Statement
4. References
5. Supporting Documents

A cover letter

- A short statement highlighting relevant experience and expertise that relates to the position.

Your Resume (Curriculum Vitae)

- Contact Details - Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, details of the duties, performance and achievements.
- Any activities undertaken outside of work, which you consider are relevant to the position.

A Selection Criteria Statement

- This is the most important part of your application and must be provided as a separate document.
- Make sure that each selection criteria are addressed separately and that the information you provide is clear, concise and relevant, so that the selection panel members can readily assess your suitability for the position.
- It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary skills, knowledge, experience and qualifications to successfully carry out the duties.
- Only applicants who best demonstrate they meet the competency requirements of the position will be interviewed.
- The selection criteria for this position can be found on the last page of this pack.

Your Referees

- The names and contact details (email and telephone number) of two referees who can preferably comment on work experience that is relevant to this position.

Other Supporting Documents

- Please provide **Only copies** of supporting documents with your application.

Applications

The closing date for applications is **5.00pm Friday 12 July 2024**

Applications should be sent, marked "Private & Confidential - CEO Manjimup" to:

info@manjimup.wa.gov.au

OR

Benjamin (Ben) Rose – Chief Executive Officer
Shire of Manjimup
PO Box 1
MANJIMUP WA 6258

In fairness to all applicants, late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify an applicant.

Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check
- Compliance with any State Government Directions for COVID-19

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Corporate Executive Assistant

| | |
|-----------------------|--|
| Directorate | Executive Services |
| Department | Executive Services |
| Reports to | Manager of Executive Services |
| Direct Reports | Manager of Executive Services |
| Industrial Instrument | <i>Shire of Manjimup Enterprise Agreement (as amended)</i> |
| Classification | Level 4 |
| Primary Location | Shire of Manjimup Administration Office |

Position Benefits

| | | | |
|---------|-----------|---------------------|-----------|
| Vehicle | <i>No</i> | Mobile | <i>No</i> |
| Laptop | <i>No</i> | Relocation expenses | <i>No</i> |

Position Objectives

- Provide precise, efficient and confidential administrative support to the CEO, SMT, Shire President and Councillors.
- Provide administration and project support to Human Resources Manager, Senior Governance Officer, Public Relations Officer and Occupational Safety and Health Officer.
- Coordinate the placement of all organisation wide authorised newspaper advertising.

Key Duties and Responsibilities

Executive Services

- Provide administrative support to the CEO, SMT, Shire President and Councillors.
- Screening, assessing and deferring telephone calls for the CEO.
- Manage and monitor calendars, including arranging appointments and meetings, for the CEO, Shire President and Councillors.
- Manage the CEO's schedule, including the preparation of all materials relevant to the scheduled commitments.
- Manage inbound and outbound correspondence for the CEO, Shire President and Councillors including researching information, investigating issues and complaint resolution.
- Prepare routine correspondence, in draft form, for presentation to the CEO.
- Undertake research and draft correspondence or reports, as directed by the CEO or Manager Human Resources.
- Coordinate registration, travel, accommodation and payment for CEO, Shire President, Councillors and SMT to attend conferences, courses or seminars.
- Coordinate placement of all newspaper advertising once approved by the CEO.

- Assist the Public Relations Officer with the collection of information for internal communication and preparation of employee newsletter.
- Provide assistance in the absence of Public Relations Officer with the Shire's website, Antenno, Facebook and Instagram, or other such programs in use.
- Coordinate or assist with Council functions / Civic Receptions.
- Assist with other corporate functions and meetings with stakeholders.
- Coordinate and control production / distribution of ID Cards.
- Manage Pool car bookings and maintenance.
- Action JC Rose room bookings.
- Coordinate or provide assistance in the organisation of other activities such as Anzac Day, Local Government Week, Lord Mayors Distress relief fund and school graduations.
- Other duties as directed by the CEO.

Human Resources

- Provide administrative support to the Human Resources Manager.
- Arrange governance, human resources and safety inductions for new employees with the CEO, Human Resources Manager and Occupational Safety and Health Officer.
- Assist the Manager Human Resources in developing an employer brand for the Shire to assist in attracting of applicants with required talent and skills.
- Assist Manager Human Resources with the completion of the Customer Satisfaction Survey.
- Coordinate and maintain the register of training for the whole of organisation.
- Assist with the maintenance of the Human Resources system and maintaining employee personal files.
- Assist with Human Resources projects as directed by Human Resources Manager.
- Any other duties consistent with the level of this position and the principles of broad banding.

Other Duties

- Provide administrative and project support to the Senior Governance Officer, Public Relations Officer and Occupational Safety and Health Officer.
- Provide relief support, in the absence of the Payroll Officer, in processing Council's fortnightly pay run and associated activities.
- Participate in training associated with the position's current and future objectives.

Skills, Knowledge, Experience and Qualifications

Skills

- Highly developed organisational and time management skills.
- Highly developed interpersonal, verbal communication and listening skills.
- Highly developed analytical, research and writing skills, including an ability to compile quality reports, memos and correspondence.
- Ability to handle confidential sensitive issues.
- Ability to communicate effectively and timely with a large range of stakeholders.
- Excellent time management skills.

- Excellent numeracy, keyboard and computer skills.

Knowledge

- Knowledge of Council's organisational structure and functions.
- Developed knowledge of Council's policies and procedures.
- Sound knowledge of relevant industrial awards, including interrupting awards and any EBA agreements in place (desirable).
- Knowledge of payroll operations and computerised payroll programs (desirable).
- Developing knowledge of local government protocols.
- Developed knowledge of the English language including spelling, grammar and vocabulary.
- Developed knowledge of report structure, word processing and spreadsheet applications.

Experience

- Previous experience in a similar position (Local Government desirable).
- Previous experience in a Human Resources role including maintaining operating systems and personal files (desirable).
- Experience in the maintenance and use of a range of computerised payroll systems (desirable).
- Experience in the preparation of correspondence and reports.
- Demonstrated experience liaising with senior government representatives and other key stakeholders.

Qualifications

- Current "C" Class Driver Licence.
- National Police Clearance.

Physical and Environmental Demands

- Office based; sitting, walking and bending.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations.

Extent of Authority

- Operates under general direction of the Human Resources Manager and Chief Executive Officer within established guidelines, procedures and policies of Council.

Responsibilities Common to All Employees

Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including;
 - Meeting targets
 - Following procedures
 - Working with standards
 - Providing required level and quality of service
 - Maintaining records
 - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Occupational Safety and Health

- Fulfil requirements of Council's Occupational Safety and Health policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

Selection Criteria

Essential

1. Highly developed organisational and time management skills.
2. Highly developed interpersonal, verbal communication and listening skills.
3. Developed analytical, research and writing skills, including an ability to compile quality reports, memos and correspondence.
4. Self-motivated and the ability to work autonomously, with a high level of accuracy.
5. Ability to handle confidential material and sensitive issues.
6. Developed knowledge of the English language including spelling, grammar and vocabulary.
7. Developed knowledge of report structure, word processing and spreadsheet applications.

Desirable

1. Local Government experience.
2. Previous experience in a Human Resources Administration role.
3. Experience in maintaining and using of a range of computerised payroll systems.