



# Position Description

## Executive Assistant to Director of Works

Applications Close:  
8:00am on Wednesday 30 April

## Position title

Executive Assistant to Director of Works

## Position number

WU10237

## Department

Works

## Classification

Level 4, Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Enterprise Bargain Agreement 2019 as varied (\$84,141.20-\$88,670.92 per annum).

## Terms of employment

Full time

## Supporting documents

Employee Code of Conduct  
Workplace Health & Safety Responsibilities  
Winton Shire Council Drug and Alcohol Policy

## Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

## Winton Shire Council's Corporate Values are:

### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## Organisational relationships

### Reports to:

Director of Works

### Supervision of:

Not applicable

### Internal Liaisons

CEO, Management, Council Staff and Council Departments as required

### External liaisons

Customers, Winton Shire Community at large and visitors to Winton as required

## Position objectives

The position of Executive Assistant Director of Works will be responsible in providing professional administrative, secretarial and operational support to the Director of Works and other senior management when needed. This position also provides relief Executive Assistant to the CEO and Council meetings when required.

The objectives of the position are:

- To contribute to the operational objectives of Council, with emphasis on the Works and Utilities portfolio which includes:
  - Roads, Streets and Bridges.
  - Utilities.
  - Workshop and Plant.
  - Waste Management.
  - Parks and Facilities.
  - Cemeteries.
  - Aerodrome.
  - Animal Control.
  - Asset Management.
  - Depot and Stores; and
  - Rural Services.
- Achieve outcomes throughout Council which are clearly defined; and
- Ensure a high level of discretion, maturity, diplomacy and judgement in responding to enquiries arising from Council Staff and the Winton Community.

## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### **Confidentiality and improper use of information**

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### **Continuous quality improvement**

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### **Workplace Health and Safety**

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

### **Reasonable care**

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

## Qualifications/Licences/Tickets required

### Mandatory

- Experience in Business Administration in particular in relation to Local Government
- Ability to extensively use the Microsoft suite of packages particularly Microsoft Word and Outlook.
- "C" Class drivers Licence.
- Pass an Australian Federal Police Check.

### Desirable

- Diploma of Local Government, Business Administration or equivalent experience.
- Knowledge of Agenda and Minute Preparation or the ability to learn these processes.

## Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- The Council Employee Code of Conduct applies to this position.
- Work duties outside normal business hours may be a requirement of this position.

## Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans.

The key responsibilities of the position are:

- Deliver secretarial and administrative support through the timely, efficient and effective performance of all duties required through the Works and Utilities various portfolios.
- Provide a coordinating link for the Director of Works between Council Managers, Staff and external clients.
- Facilitate effective communications through dissemination of information.
- Manage diary appointments and negotiate timelines and appointments with staff and external clients for the Director of Works.
- Maintain high levels of confidentiality and discretion at all times.
- Manage the preparation and completion of the Director of Works monthly and annual reports through liaising with the works and management team and other relevant employees in accordance with legislative time frames.
- Ensuring accurate recording of documents into Council's records management system (Infoexpert/Majic) as it relates to the Works Department.
- Oversee the advertisement of relevant community notices through the alerts section of Council's various online mediums. Including road reports in times of flood or large rain events and road closures.
- Coordination and preparation of the agenda's, minutes, letters, communications, presentations and other documents.
- Maintain action arising registers from correspondence and meetings and implement monitoring systems to ensure that the required actions are implemented and responded to in a timely manner and follow up when required.
- Assist with and undertake research for projects.

- Assist in developing policy and procedures.
- Exercise initiative and judgement.
- Prompt and accurate production of correspondence and reports.
- Compliance with Council Policies and Procedures.
- Ability to work autonomously and in a team environment while managing competing priorities and deadlines.
- Other duties as directed by the Position Supervisor relevant to the position and within the capabilities of the staff member.
- Any other activities as Directed by the CEO, such as providing relief assistance with CEO and Mayor executive assistant role.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

- SC1** Demonstrated proficiency, experience and broad understanding of office protocols associated with administration, with an emphasis on secretarial and operational support for Senior Management.
- SC2** Excellent interpersonal, written and oral communication skills with the ability to negotiate mutually beneficial outcomes and interact effectively with people from diverse backgrounds.
- SC3** Demonstrated ability to maintain a high level of diplomacy and confidentiality including sound initiative and judgement when assisting with sensitive issues.
- SC4** Demonstrated proficiency in a broad range of Microsoft Office products particularly Word and Excel, and knowledge of or the ability to rapidly acquire skills in the operation of Councils corporate business systems such as practical and InfoXpert; and

Demonstrated ability to work effectively within a team environment, establish work priorities and meet deadlines including a sound understanding and commitment to Equal Opportunity and Workplace, Health and Safety principles and practices.

## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant’s employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person’s induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

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## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of Executive Assistant to Director of Works with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

## How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**



- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## **Shortlisting and interviews**

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

## **Further information**

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.