



District Council of Coober Pedy

APPLICANT PACK EXECUTIVE ASSISTANT

District Council of Coober Pedy

Phone (08) 8672 4600

Email: recruitment@cpcouncil.sa.gov.au

PO Box 425

Coober Pedy SA 5723

Contact

Chief Executive Officer
District Council of Coober Pedy
(08) 8672 4600

Application Guidelines

Thank you for your interest in applying for a position at the District Council of Coober Pedy. The following information is provided to guide you through the recruitment and selection process.

How to apply

To be considered for positions at Council, applications must be received by the nominated closing time and date and include the following documents:

Cover Letter

Please provide a letter which introduces yourself and the position you wish to apply for.

Statement Addressing Key Selection Criteria

You must provide a statement addressing the key selection criteria as outlined in the position description. You will find these at the end of this document. It is important that you demonstrate clear connections between your qualifications, experience, skills and knowledge against these criteria.

Current Resume

Please provide a copy of your current resume, outlining your employment and educational history, experience, skills and knowledge.

Referees

The names, telephone numbers and email addresses of two contactable, professional (work-related) referees must be provided. If you do not wish to list referees within your application, please ensure you have them available if you are successful in being shortlisted for an interview.

Submitting your application

Your application needs to be submitted as 3 separate documents.

- Cover letter
- Separate statement addressing the key selection criteria
- Resume including reference information

Please do not present applications in folders, or as bound documents.

Submit your application by:

E-mail (preferred):

recruitment@cpcouncil.sa.gov.au

Post:

Chief Executive Officer
District Council of Coober Pedy
PO Box 425
COOBER PEDY SA 5723

In person:

Council Administration Offices
Hutchison Street
COOBER PEDY SA 5723

The Process

Equal Employment Opportunity

The District Council of Coober Pedy is an equal opportunity employer. Council is committed to providing a safe, harmonious and productive working environment for all employees. We ensure fair, equitable and non-discriminatory consideration is given to all applicants. We exercise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

Notifications and Timeframes

All applications received via e-mail will receive confirmation that they have been received. As a guide, the short-listing of candidates is usually completed within approximately one week of the closing date. You will receive either a phone call inviting you to attend an interview, or an email advising that you were unsuccessful, within two weeks of the closing date.

The Interview

If you are invited to attend an interview, the interview panel will generally consist of three people and go for approximately 45 minutes to one hour, dependent upon the position. Interview questions will be consistent for each applicant. Whenever practicable, applicants will be interviewed in person; however, interstate applicants may have an initial interview via telephone or video conference. Please bring proof of meeting mandatory skills and qualifications identified in the position description to the interview for sighting by the panel. A National Police Certificate, no less than 6 months old, will also be required for sighting prior to any offer of employment being made. People with disclosable court outcomes are not automatically disqualified from the recruitment process.

The panel will inform you at the interview when they expect to be in touch with you regarding the outcome of your interview.

Qualifications

If you attend an interview, please bring original documentation supporting the qualifications outlined in your resume. If you are the successful applicant, you will be required to submit copies of all documents relating to your qualifications to Human Resources, for placement on your personnel file.

After the interview

The successful applicant will be notified by phone to progress to the next stage of the recruitment process. A commencement date and other conditions of employment will be agreed on and a letter of offer will be sent to confirm the terms and conditions of your employment.

The unsuccessful applicants will be advised via telephone or email of the selection panel's decision. Unsuccessful applicants can contact the Chairperson of the selection panel for feedback on their application and interview, however Council reserves the right not to give feedback to applicants.

Pre-Employment Checks

Pre-employment medical examinations, police checks or working with children checks may be required for certain positions within Council.

Pre-Requisites for Employment

It should be noted that successful applicants may be required to provide proof of eligibility to work in Australia prior to commencement of duties. This may be in the form of a passport or birth certificate identifying Australian citizenship or a valid work visa.

Pre-Employment Health Declaration

The successful applicant will also be required to complete the District Council of Coober Pedy's "Medical Questionnaire" Form. This formally notifies Council of any pre-existing injury or disease that the incumbent has suffered that could be affected by the nature of the proposed employment. Failure to make a disclosure, or making a false or misleading disclosure, may disqualify the incumbent from any Workers' Compensation entitlements for any recurrence, aggravation or acceleration of the pre-existing injury or disease if it is sustained in the course of, or due to the nature of their employment with the District Council of Coober Pedy pursuant to the Return to Work Act 2014.

Probationary Period

New employees at Council will be required to complete a three-month probationary period. During this probationary period, you may be involved in periodic reviews to ensure that you are carrying out the responsibilities of your position to the required expectations. The reviews will also give you the opportunity to openly discuss any concerns you may have with your supervisor.

Induction Process

The successful applicant will be required to fully complete the induction process provided by Council.

Information Privacy and Confidentiality

All information acquired is treated confidentially, in accordance with the Privacy Act 1988 (Cth). The personal information supplied as part of your application is collected by the District Council of Coober Pedy for recruitment and selection purposes and will be used solely by Council for the primary purposes it was collected.

Unsuccessful applications and assessments will be destroyed after 18 months of the appointment of the successful applicant.

If you have any questions in relation to your personal information, you may contact the CEO on (08) 8672 4600.

If you have any further questions, please do not hesitate to contact Council on (08) 8672 4600 or via e-mail recruitment@cpccouncil.sa.gov.au.



District Council of Coober Pedy

Advertisement

Executive Assistant (EA)

About your opportunity

An opportunity exists for an Executive Assistant to provide secretarial and administrative support to the Chief Executive Officer (CEO) and the Principal Administrator of Council.

To be successful in this position you will need to have excellent verbal and written communication skills.

Duties will include assisting in the preparation of Council / Committee agendas and minutes, maintaining the General Disposal System 40 (GDS 40) filing system, the organisation of civic functions / receptions and a variety of administrative activities including the management of Purchase Orders.

You will also be asked to provide a current National Police Certificate (no older than 6 months) as part of the conditions of employment.

What we offer you

This position attracts between \$38.27 and \$41.99 per hour.
In addition, superannuation is paid at 11%.

Council offers above average rate and additional annual leave. We can also offer flexible working hours for the right candidate.

Applications close

The applications will remain open until the right applicant is found.

How to apply


All potential applicants are required to obtain an Applicant Pack prior to applying for this role. Copies can be downloaded from Council's website at www.cooberpedy.sa.gov.au or by phoning (08) 8672 4600. Any further enquiries can be directed to the Human Resources Coordinator.

Applications should be addressed to the CEO, PO Box 425, Coober Pedy SA 5723 or emailed to recruitment@cpcouncil.sa.gov.au.



District Council of Coober Pedy

POSITION DESCRIPTION

TITLE	EXECUTIVE ASSISTANT (EA)
AWARD	South Australian Municipal Salaried Officers Award
STATUS	Full-Time
TENURE	Permanent
SECTION / DEPARTMENT	Governance
WORKING HOURS	80 hours per fortnight
ANNUAL LEAVE	Annual leave of 24 days
SUPERANNUATION	11% of base salary
APPROVED BY	Chief Executive Officer
SIGNED AND DATED	 09/08/2023

Notes:

- Unless otherwise stated, references to the Act means the Local Government Act 1999.
- References to management means the CEO, Directors, and Managers.

DISCLAIMER: This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

1. SUMMARY OF POSITION

Special note: All references to the “Mayor” are to be read as references to the “Administrator” for the period of time that Council is under Administration.

The Executive Assistant (**EA**) provides executive-level support to the CEO and Principal Administrator, and to other Managers at times.

1.1. Qualifications

Diploma or higher in administration or a relevant professional field will be highly regarded, but not essential.

1.2. Experience

At least two years of experience in a similar role. Local government experience is desirable, but not essential.

1.3. Special Conditions

- (a) The EA must attend all Council meetings to assist with the setting up of Committee meetings.
- (b) The EA may be required to attend Council and Civic functions outside of normal working hours from time to time.
- (c) In accordance with Council’s Enterprise Agreement, the EA is entitled to claim time in lieu of overtime in relation to additional hours needed to fulfil the requirements of the job, including attendance at Council Meetings, Committee meetings and Civic functions that occur outside of normal working hours.

2. ORGANISATIONAL RELATIONSHIPS

- (a) The EA reports to the Chief Executive Officer.

3. KEY POSITION RESPONSIBILITIES AND DUTIES

3.1. Chief Executive Officer Support

- (a) Provide administrative support to the CEO, including management of emails, diary and address books.
- (b) Arrange travel and accommodation when required.
- (c) Receive and redirect telephone calls and make appointments for the CEO.
- (d) Follow up complaints or enquiries, referring to the CEO or other officers when necessary.
- (e) Notify the CEO promptly of incoming mail.
- (f) Draft outgoing correspondence.
- (g) Prepare agendas for the Executive Leadership Team of Council meetings and committees.

3.2. Mayor and Council Support

- (a) Provide administrative support to the Mayor including booking travel and accommodation.
- (b) Prepare agendas and minutes for all Council Meetings, and upload to Council’s website and distribute via other online channels.
- (c) Assist other officers with the preparation of agendas for Committee Meetings and upload to Council’s website and distribute via other online channels.
- (d) Prepare the Council Chamber for Council and Committee Meetings.

- (e) Notify the Mayor promptly of incoming mail and draft outgoing correspondence.
- (f) Maintain the Mayoral regalia and robes, including the engraving of the Mayoral Chain, when required.
- (g) Arrange Australian Citizenship Ceremonies, Australia Day, civic receptions, functions, luncheons, dinners, VIP receptions and visits when required.
- (h) Provide complete fleet administrative support services: make sure maintenance and servicing is up to date, registration and motor vehicle insurance is valid.

3.3. Records Management

- (a) Manage Council's central record system
- (b) Analyse the record-keeping needs of the organisation, and translate these needs into record management systems
- (c) Control access to confidential information, and recommends codes of practice and procedures for accessing records
- (d) Develop record cataloguing, coding, and classification systems, and monitor their implementation and use.

3.4. Public Relations and Community Engagement

- (a) Prepare and publish public notices and media releases.
- (b) Coordinate the preparation of Council's newsletter.
- (c) Assume responsibility for Council's website, ensuring that content has been authorised, is up to date and accurate.
- (d) Assist the CEO and Principal Administrator to engage and consult with the community.

3.5. General Duties

- (a) Maintain procedures relating to the position.
- (b) Assist other Officers such as the Works Department as directed by the CEO.
- (c) Assist with the depot in a broad range of administrative duties including Purchase Order management, supplies management and support to three Managers.
- (d) Assist with Human Resources such as Exit Interview and Exit Procedure.
- (e) Undertake research when required.
- (f) Provide assistance to the Electoral Commission regarding the conduct of Council elections.
- (g) Organize training when required for office staff.
- (h) Purchase goods and services on behalf of Council in accordance with delegated authority.
- (i) Ensure that your work area is and remains reasonably tidy.
- (j) Be conscientious in the performance of responsibilities and duties.

3.6. Efficiency and Effectiveness

- (a) Encourage innovation and best practice in the directorate and wider organisation.
- (b) Continually monitor the effectiveness of directorate services and participate in organisation-wide service reviews.
- (c) Monitor, and make recommendations regarding, new developments in technology to aid in organisational efficiency and effectiveness.

- (d) Any training required will be provided

3.7. Relationships with External Parties

- (a) Maintain high standards of communication (including timeliness, accuracy, professionalism, courtesy and impartiality) with ratepayers, customers, management, employees, members of the Council, and external organisations.
- (b) Maintain appropriate associations with professional bodies and encourage directorate staff to do the same, to ensure awareness of contemporary practices and policies.
- (c) Comply with Council's Code of Conduct for Employees at all times.

4. WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- (a) Adhere to safe working practices and exercise reasonable care at all times to protect your own health, safety and welfare, and that of others.
- (b) Obey all reasonable and lawful instructions to protect your own personal health and safety, and that of others.
- (c) Do not come to work affected by alcohol or drugs.
- (d) Ensure that equipment is used correctly at all times.
- (e) Report any workplace health and safety risks or concerns to the CEO or a WHS representative as soon as possible.

5. ACCOUNTABILITY AND PERFORMANCE

The EA is accountable for:

- (a) Meeting the Objectives and Key Responsibilities and Duties outlined in this position description; and
- (b) Achieving the agreed annual performance objectives.

6. KEY SELECTION CRITERIA

- (a) Technical skills needed to fulfil the requirements of the position including excellent communication skills, and excellent organisational skills with the ability to set priorities, manage time, work independently and work well under pressure.
- (b) Excellent interpersonal skills and emotional intelligence (self-awareness, self-regulation, empathy, etc)
- (c) Focus on innovation, improvement, and customer service.
- (d) At least two years of experience in a similar role. Local government experience is desirable, but not essential.
- (e) Diploma or higher in administration or a relevant professional field will be highly regarded, but not essential.
- (f) Well organised with the ability to work autonomously.