



**Shire of Wandering  
Position Description**

**Executive Assistant to the CEO**

**SHIRE VALUES - ADAPTABILITY – PERSEVERANCE - ACCOUNTABILITY - DILIGENCE**

<b>POSITION TITLE</b>	Executive Assistant to the CEO
<b>DEPARTMENT / SERVICE AREA</b>	Corporate Services
<b>INDUSTRIAL AWARD</b>	Local Government Officers' Award 2025
<b>CLASSIFICATION</b>	Level 6 or 7 (dependent on relevant experience and skills)
<b>POSITION REPORTS TO (ROLE)</b>	Chief Executive Officer (CEO)
<b>SUPERVISION OF:</b>	<ul style="list-style-type: none"> <li>Customer Service Officers x 2</li> </ul>
<b>LAST DATE POSITION DESCRIPTION REVIEWED</b>	1 May 2026
<b>LINKS TO CORPORATE PLAN OBJECTIVES</b>	<ul style="list-style-type: none"> <li>Improve Accountability and Transparency</li> <li>Improve the Economic Growth of Our Community</li> <li>Provide Strong Leadership</li> </ul>

**POSITION CERTIFICATION DATE: 8 MAY 2026**

**APPROVED BY: DR. ALISTAIR PINTO, CHIEF EXECUTIVE OFFICER**

SIGNED:

**POSITION OBJECTIVES**

- To provide high level confidential executive support to the CEO and Shire Council.
- To manage the records systems and support the Shire to meet legislative requirements.
- To manage the customer services staff to ensure they meet or exceed internal and external customer needs while presenting an enthusiastic, professional and friendly point of contact for the Shire of Wandering.
- To complete tasks in a timely and pro-active manner.

**KEY RESPONSIBILITIES AND DUTIES**

<b>ADMINISTRATION AND RECORD KEEPING</b>	<ul style="list-style-type: none"> <li>• Provides high level administrative support to the CEO, Shire President and Councillors.</li> <li>• Screening, assessing and deferring telephone calls for the CEO.</li> <li>• Coordinate registration, travel, accommodation for the CEO, Shire President and Councillors to attend conferences, courses and seminars.</li> <li>• Attend Committee and Council Meetings and provide secretariate as directed by the CEO.</li> <li>• Managing all aspects of bookings of venues, set up and catering requirements for all events related to the Chief Executive Officer and Council.</li> <li>• Manage and monitor calendars, including arranging appointments and meetings for the CEO, Shire President and Councillors.</li> <li>• Responsible for Council Chambers stock.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Overall responsibility for managing the records systems and record keeping operations of the Shire to meet legislative requirements.</li> <li>• Principal operational responsibility for the smooth running of the administration office, including but not limited to: <ul style="list-style-type: none"> <li>○ Ensuring the office is clean, tidy and always presents a positive image of the Shire.</li> <li>○ Ensuring adequate customer service staff levels to cover for absences and planned leave.</li> <li>○ Arranging for messages on hold to be updated as needed, including each season.</li> <li>○ Maintaining the agreements register.</li> </ul> </li> </ul>
<b>CUSTOMER SERVICE</b>	<ul style="list-style-type: none"> <li>• Overall responsibility for customer service and start and end of day duties in Corporate Services section.</li> <li>• Provides back up cover for Australia Post services.</li> <li>• Provides back up customer service at the front counter and for incoming phone calls.</li> <li>• Participates in caravan park facility and Shire venue bookings, as required.</li> </ul>
<b>HUMAN RESOURCES</b>	<ul style="list-style-type: none"> <li>• Supervisory responsibility for the customer services staff, including but not limited to: <ul style="list-style-type: none"> <li>○ Support and supervision.</li> <li>○ Conduct of performance appraisals.</li> <li>○ Ensures appropriate workplace instructions / procedures are in place relevant to customer service including the customer service charter.</li> </ul> </li> <li>• Assisting with Human Resources tasks including, but not limited to: <ul style="list-style-type: none"> <li>○ Advertising job vacancies and Shire public notices.</li> <li>○ Arranging interviews.</li> <li>○ Checking references.</li> <li>○ All employment related correspondence.</li> <li>○ Arranging staff inductions.</li> <li>○ Booking induction training when required.</li> </ul> </li> </ul>
<b>GOVERNANCE AND COMPLIANCE</b>	<ul style="list-style-type: none"> <li>• Ensuring high level administrative tasks are completed in line with legislative compliance in areas relevant to the role, including but not limited to: <ul style="list-style-type: none"> <li>○ Preparation of Council Meeting agendas, minutes and other related documentation as directed by the CEO.</li> <li>○ Assisting with the completion of the Annual Compliance Calendar.</li> <li>○ Assisting with the annual review of Delegations, Authorisations and Appointments.</li> <li>○ Assisting with the annual compliance and completion of Primary and Annual Returns and Related Party Disclosures.</li> <li>○ Disclosure of Interest – ensure forms are provided to Elected Members at the Briefing Session, Ordinary Council meetings and Committee meetings.</li> <li>○ Maintain various governance registers.</li> </ul> </li> </ul>
<b>FINANCE</b>	<ul style="list-style-type: none"> <li>• Oversight and supervisory responsibility for over-the-counter and mail cash receipt transactions undertaken by Customer Service staff, ensuring appropriate controls, support and compliance are maintained.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Participating in event coordination for Shire events, as directed by the CEO</li> <li>• Any other duties as directed by the CEO.</li> </ul>
<b>REQUIREMENTS OF THE POSITION</b>	
The following skills, knowledge and experience are favourable to performing work at this level.	
<ul style="list-style-type: none"> <li>• A good understanding of the Shire’s policies, procedures and practices.</li> </ul>	

- Knowledge of statutory requirements in local government or the ability to quickly learn and understand these requirements.
- Suitable relevant qualifications or relatable skills and experience to an equivalent standard.
- Ability to maintain a high level of confidentiality.
- Demonstrated experience with Microsoft Office suite of programs.
- Flexibility to attend after-hours Council meetings, workshops and events as directed by the CEO (time in lieu arrangements provided).

**EXTENT OF AUTHORITY**

The extent of authority for an employee at this level includes:

- Working within the delegated authority for the role as outlined within the delegation schedule.
- Work autonomously with minimal supervision.
- Demonstrates analytical skills to identify change within areas of responsibility and to implement this within delegated authority.
- Responsible and accountable for the quality and timeliness of their work.
- Solutions focused approach to tasks and the workplace in general.

**CORPORATE ACCOUNTABILITY**

- Comply with the Shire’s Code of Conduct, policies and procedures
- Comply with Shire’s Equal Employment Opportunity Policy
- Exercise discretion and maintain a high level of confidentiality in dealing with issues.
- The Officer must not engage in any activities that conflict, or may conflict, with the responsibilities of the role.
- To protect confidentiality and avoid real or perceived conflicts of interest, the occupant must not serve in any office-bearing, governance or decision-making role with any voluntary organisation or group within the Shire while employed in this position.

**INTEGRATED PLANNING AND REPORTING**

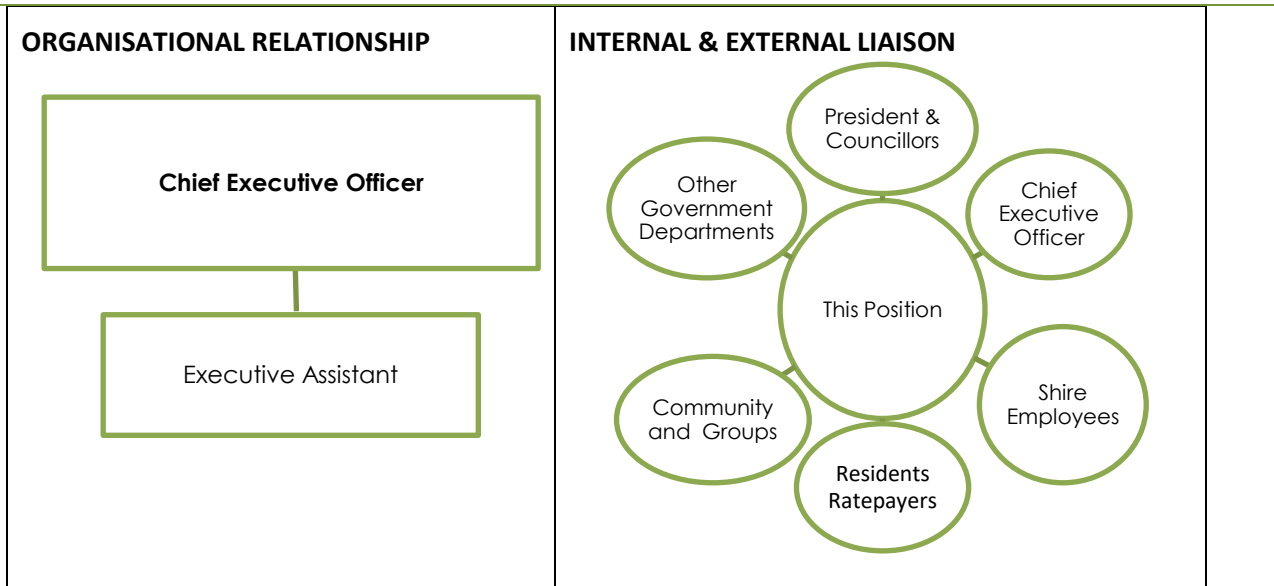
- Implementing and updating the Shire’s Record Keeping Plan.
- Updating the Shire’s Access & Inclusion Plan, Equal Opportunity Plan and other Integrated Strategic Plans as directed by the CEO.

**OCCUPATIONAL SAFETY AND HEALTH STATEMENT OF OUTCOMES**

While at work employees, including contractors and volunteers will be expected to comply with safe working practices in accordance with the relevant standards and regulations of the *Work Health and Safety Act 2020*.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

Applicants are expected to comply with the Equal Opportunity Act 1984 (WA) and support a workplace that is inclusive and free from discrimination.



## **SELECTION CRITERIA**

### **ESSENTIAL**

The following skills, knowledge and experience are required to perform work at this level.

- Highly developed skills in all interpersonal communication requirements at an executive level with a high attention to detail and accuracy.
- Demonstrated ability to work within a team environment and autonomously.
- Demonstrated ability to effectively research and analyse information.
- Demonstrated ability to write reports to Council or similar.
- Demonstrated ability to effectively deal with sensitive, political and confidential duties.
- Experience in a similar role involving the facilitation of minutes and agendas and provision of high-level support to staff at an executive level.
- Demonstrated experience in providing high level administrative support at an executive level.
- Demonstrated experience in a supervisory role, preferably in an office environment.
- Demonstrated experience in records management and document control.
- Excellent time management skills.
- Advanced operational skills in the Microsoft Office suite.
- Current Western Australian C Class Drivers Licence.
- Hold a National Police Certificate (no more than 6 months old)

### **DESIRABLE**

- Understanding of the Local Government Act 1995, associated regulations and meeting procedures.
- Experience with SynergySoft operating system, particularly Central Records and Customer Services modules.
- Ability to research, write and prepare reports, as relevant to the role

### **PHYSICAL REQUIREMENTS OF THE POSITION**

- Sitting / standing for periods of time, ergonomics, lifting, bending, work with screen-based equipment

### **BEHAVIOURAL COMPETENCIES**

- Desire to provide exceptional customer service;
- Willingness to learn new skills;
- Ardent attention to detail;
- Highly developed interpersonal skills;
- Sound leadership and decision-making ability;
- Ability to work as a team member; and
- Friendly, discrete, sensitive and punctual.

## **GENERAL INFORMATION**

*This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.*