

Application Package

Executive Assistant

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of active community sporting and volunteer groups, these range from youth and senior groups, arts, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

Working for Us

The Shire, is a values driven organisation, we understand that our people play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Extra 2 days leave per year
- Reward and recognition program
- Health and well-being program

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



Advertisement

The Shire of Boddington is seeking a skilled, organised, and experienced Executive Assistant to the Chief Executive Officer.

Key responsibilities include:

- Provide administrative support to the CEO, including managing calendars, scheduling meetings, coordinating civic functions, and managing correspondence.
- Coordinate requests for information from internal and external stakeholders and provide a professional, customer responsive first point of contact for enquiries to the CEO.
- Ensure accurate and timely Council, Committee and other reference group meeting agendas and minutes.
- Preparation of correspondence, communication material and reports.

The successful candidate will have experience in a similar role, have outstanding administrative abilities, with a keen eye for detail to produce high quality work, and exceptional time management skills. Knowledge and experience in local government will be beneficial.

This position offers:

- 34 - 38 hours per week, working an 8 or 9 day fortnight.
- Cash component between \$73,625 - \$79,029 (based on 38 hours, and dependent on qualifications and experience).
- Up to 17.5% superannuation.
- Access to local government benefits including professional and personal development, salary sacrifice, and an additional 2 days Public Service Leave per year.

An application package including the position description can be obtained from www.boddington.wa.gov.au. Applicants are requested to provide a cover letter, resume and a statement addressing the Selection Criteria of no more than three pages. For further information about the position and application process, contact Jackie Stewart on 08 9883 4999 or hr@boddington.wa.gov.au.

Application should be submitted to hr@boddington.wa.gov.au by 4.00pm on Tuesday, 4 June 2024.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people with regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

The Package

The salary package for this position is based on a 76 hour, 9 day fortnight and is made up of the following:

| | Lower Limit | Upper Limit | Employment Basis | Permanent |
|------------------------------|-----------------|-----------------|-------------------------|--|
| Salary | \$73,625 | \$79,029 | Hours of Work | 68 – 76 hours per fortnight |
| Superannuation (11.5%) | \$8,467 | \$9,088 | Additional Leave | Extra two (2) days per annum. |
| Matching Superannuation (6%) | \$4,417 | \$4,714 | Long Service Leave | Thirteen (13) weeks after ten (10) years, transferable between Local Governments. |
| TOTAL | \$86,509 | \$92,831 | Superannuation | 11.5% from 1 July 2024. |
| | | | Matching Superannuation | If you choose to contribute additional superannuation the Shire will match your contribution up to 6%. |



Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

To be eligible for consideration, it is important to address all of the above items.

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application you agree to provide true and accurate information on your career history and qualifications.

To apply please email hr@boddington.wa.gov.au.

Applications will close at **4.00pm, AWST on Tuesday, 4 June 2024.**

Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

Contact Details

Please provide a convenient telephone number and/or an email address so that we can contact you easily if you are invited for an interview, or there are queries regarding your application.

Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

Equal opportunity

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Websites

The Shire's website www.boddington.wa.gov.au contains substantial information about the Shire.

Further enquiries

For further information about the role please contact Jackie Stewart, Human Resources Officer, on 9883 4999 or hr@boddington.wa.gov.au.



Position Description

Title

Executive Assistant

Department

Office of the CEO

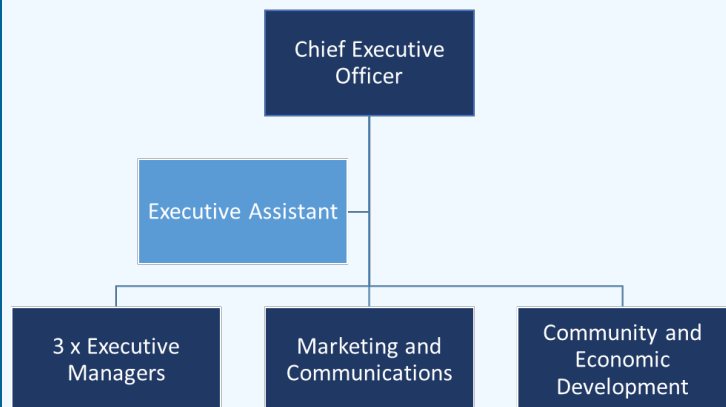
Salary & Conditions

Level 5 | Local Government Officers Award WA 2021

Organisational Relationships

Responsible to: Chief Executive Officer

Direct Reports: Nil



Key Responsibilities and Duties

- Proof, prepare and issue agendas and minutes for meetings, including Council and Committee meetings, Concept Forums, Working Groups and Reference Groups.
- Manage governance requirements in relation to Council meetings, including taking of minutes, recording conflicts of interest, and maintaining and updating registers.
- Facilitate Councillor requests and provide secretarial services to the Shire President as required.
- Facilitate Councillor training and developments arrangements.
- Coordinate the administration elements of Local Government Elections.
- Manage the records of the Chief Executive Officer.
- Manage the diary of the Chief Executive Officer.
- Manage and draft various items of correspondence.
- Manage hospitality and meeting arrangements for Council and the Chief Executive Officer.
- Manage travel and accommodation arrangements for Council and the Chief Executive Officer.
- Provide content for website in accordance with the role.
- Manage civic functions, including citizenship ceremonies and awards.
- Administer purchasing requirements of the Chief Executive Officer.
- Provide customer service to both internal and external customers, as relevant to the Chief Executive's Office.
- Assist with engagement activities.
- Undertake credit card reconciliations.
- Preparation of newsletters and PowerPoint presentations.
- Facilitate various advertising requirements.
- Maintenance of registers, including the Public Notice Register, Outstanding Resolutions Register, and Compliance Calendar.

- Review and update content on the Councillor Portal.
- Undertake research and prepare draft Council reports, as directed by the CEO.
- Draft content for internal and external communication purposes.
- Provide other administrative support for the CEO.

General

- Ensure records are managed according to legislative requirements.
- Ensure understanding and compliance with the Shire's Code of Conduct, policies and procedures and work within defined parameters, delegations and authority levels.
- Ensure that all sensitive and/or confidential information received, noticed, uncovered or created as an employee of the Shire of Boddington remains strictly confidential.
- Undertake any other duties appropriate to the level and scope of this position, as directed.

Workplace Health, Safety and Wellbeing

Ensure Workplace Health & Safety requirements are observed and adhered by:

Maintaining safe work practices in accordance with the Work Health and Safety legislation (WHS Act 2020) and the Shire's policies and procedures.

- Take reasonable care for your own health and safety in the workplace and work in a safe manner so that yourself, others, our environment, our equipment and our community remain free from harm.
- Ensure measures are in place to eliminate or reduce risk. This includes providing and maintaining workplaces, assets and systems of work so that others are not exposed to hazards.
- Identify any incidents, hazards or unsafe conditions or work practices which you encounter and either take immediate action if safe to do so or report it to your line manager.
- Take ownership for being personally fit for work and raise concerns appropriately about team members' fitness for work to line managers.
- Wear and maintain all Personal Protective Equipment required to perform work safely.
- Remain committed to demonstrating equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.
- Conform to the duty of care requirements ensuring your own safety and that of others through the prevention of any adverse acts or omissions.

Extent of Authority

- Within the limits of Council and Operational Policies, and legislative constraints

Selection Criteria

Essential

1. Previous experience in a similar role at an Executive level.
2. Highly proficient in Microsoft Office applications, including Word, Excel, Outlook and Powerpoint.
3. Excellent written skills, with the ability to prepare high quality documentation.
4. Excellent interpersonal skills, and demonstrated ability to contribute to the Shire of Boddington values.
5. Excellent organisational, time management and priority setting skills and ability to work confidently with limited direction.

Desirable Criteria

1. Previous experience in Local Government environment.

