

TENTERFIELD SHIRE COUNCIL



**Position Information Package
Executive Assistant & Media (3 Months Term Contract)
(Position Relief)
Reference No: 5/24**

Index

Item
Copy of Advertisement
Job Application Cover Sheet
Position Description (Including Selection Criteria)
Important Information for Applicants All applicants are requested to read this information

June 2024



ADVERTISEMENT

3 Months Term Contract – Full Time Employment

Applications are invited for the below temporary position:

Executive Assistant & Media – 3 Months Term Contract (Position Relief) – PV 5/24

Salary Circa: \$74,011p.a - \$84,427p.a + 11.5% superannuation.

An exciting opportunity has arisen within the Civic Section of Council on a full-time temporary basis for a period of 3 months to provide positional relief in the role of Executive Assistant & Media.

ABOUT THE ROLE – The role is responsible for providing professional executive assistance and administrative support to the General Manager, Mayor, Councillors and Senior Management, along with maintaining Council's media relationships and content.

ABOUT YOU – As an experienced professional, you will possess relevant experience working at a senior executive assistant level. You will bring with you a positive attitude and be able to work within our 'fast paced' environment, be able to provide solutions to complex problems and have effective communication and time management skills with the ability to work with people of diverse backgrounds and build strong working relationships with internal and external stakeholders.

Further information and details can be obtained in Council's **Position Information Package**, or by contacting HR, Workforce Development & Safety on 02 6736 6000 (during business hours).

Applications addressing the selection criteria (located in the Position Information Package) should be **emailed** to the General Manager at hr@tenterfield.nsw.gov.au quoting the reference number and be submitted by no later than **4.00pm, 11 July 2024**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect, & Excellence (ICARE).

Applicants must be an Australian Citizen, permanent resident of Australia or hold a current Australian working visa.

Hein Basson
General Manager



**TENTERFIELD SHIRE COUNCIL
JOB APPLICATION
COVER SHEET
Reference No 5/24**

Position applied for: Executive Assistant & Media (3 Months Term Contract)

Mr **Family Name:** _____

Mrs **Given Names:** _____

Ms **Preferred Name:** _____

Miss

Other

Postal Address:

Telephone (please ensure you can be contacted on this number during business hours i.e., 9am - 5pm)

Home: _____

Mobile: _____

Other: _____

Email: _____

Please tell us where you heard about this position _____

THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION

Address all correspondence to:

General Manager
Tenterfield Shire Council
**Confidential: Job Ref No: 5/24 – Executive
Assistant & Media (3 Months Term Contract)**
PO Box 214
TENTERFIELD NSW 2372
hr@tenterfield.nsw.gov.au

Job Enquiries:

HR, Workforce Development & Safety
Phone: (02) 6736 6000 (during business hours)
Email: hr@tenterfield.nsw.gov.au



Position Description **Executive Assistant & Media**

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	General Manager
Section:	Civic
Position Identifier:	EAM/V1
Classification:	Grade 15
Industrial Instrument:	Local Government (State) Award
Location:	Administration Building, 247 Rouse Street, Tenterfield
Date position description approved	June 2024

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

The position is responsible for the provision of administrative and executive assistance and support to the General Manager and Mayor, which at times may be confidential, and to other Councillors as required. The position is the principal point of contact for Council media releases.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide administrative and executive assistance to the General Manager, Mayor and Councillors including the following:
 - Responding to public enquiries;
 - replying to correspondence;
 - diary management;
 - conference registrations;
 - travel arrangements;
 - organising Civic receptions and other functions e.g. Australia Day and Citizenship Ceremonies;
 - purchase of appropriate gifts for dignitaries and other visitors;
 - liaising with Councillors in relation to attendance at functions on behalf of the Mayor;
 - participating in Council functions;
 - preparation and distribution of business papers, organising venue and refreshments, taking, producing and circulating minutes etc. for Council and external committee meetings;
 - attend Council and committee meetings;
 - attend executive management meetings and take the minutes of those meetings, as well as any other meeting that the General Manager requires.
 - Manage and coordinate work priorities in a timely accurate manner ensuring the highest levels of confidentiality and probity and reflecting good practice and legislative compliance.
 - Take responsibility for media liaison on behalf of Council, including the development and preparation of media releases.
 - Undertake research and prepare reports.
 - Ensure appropriate reception of all visitors taking into account special arrangements in particular circumstances.
 - Oversee Council's website including regularly monitoring and updating of Council's webpage in respect of the General Manager's areas of responsibility and post public documents on the website.
 - Oversee Council's Facebook page including regularly monitoring and updating of this page with news and promotional items; as part of Council's communication strategy and building a positive Council image.
 - Oversee Council's community newsletter, ensuring that it is produced and distributed within the expected timeframes; as part of Council's communication strategy and building a positive Council image.
 - Classification and registration of correspondence and other documents into the records management system that may be confidential in nature, in accordance with Council's policy and procedure.
 - Develop and review administrative policies and procedures.
 - Provide a high level of professional customer service to internal and external customers.
 - Manage Council's Seal, resolution register and the care and maintenance of the Mayoral regalia and robes.
 - Undertake special projects as directed.
 - Comply with and promote workplace health and safety policies and the principles of Equal Employment Opportunity at the workplace level.
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- Carry out any other duties as directed within the employee’s skills, competence and training.

Key challenges

To ensure the highest level of professionalism, diplomacy and probity is maintained in all areas of responsibility on behalf of Council.

Key internal relationships

Who	Why
General Manager, Directors, Senior managers. Other Council employees.	To effectively perform all duties

Key external relationships

Who	Why
Mayor and councillors. Residents, ratepayers, visitors and others Members of Parliament NSW State Government agencies Visiting dignitaries Office of Local Government Local Government NSW	Meet customer service delivery.

Key dimensions

Decision making

In accordance with Council’s delegations register.

Reports to






General Manager

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Highly Advanced
	Display Resilience and Adaptability	Highly Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Highly Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Highly Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community, make an impact and advance the organisation • Models initiative and decisiveness • Applies and shares knowledge gained through experience and exposure to experts, colleagues and stakeholders • Proactively seeks opportunities for growth for self and others • Actively seeks, reflects and acts on feedback, showing a strong capacity and willingness to modify behaviour • Works to apply strengths and mitigate weaknesses and limitations
Personal Attributes Display Resilience and Adaptability	Highly Advanced	<ul style="list-style-type: none"> • Is comfortable with constant change, and able to adjust accordingly • Provides sound rationale for agreed positions while remaining open to valid suggestions for change • Creates a climate which encourages openness and debate around critical issues • Raises critical issues and makes tough decisions • Persists in the face of significant, complex and novel challenges • Manages own emotions and acts as a stabilising influence in emotionally charged situations
Personal Attributes Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> • Champions and acts as an advocate for the highest standards of ethical and professional behaviour • Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation • Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use • Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour • Acts promptly and visibly in response to complex ethical and people issues
Personal Attributes Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"> • Acts in the public interest at all times • Is prepared to act and take ownership for difficult decisions • Supports and stands by people in the organisation who have made an honest mistake • Creates a climate in which people feel supported to take responsibility for outcomes • Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate and Engage	Highly Advanced	<ul style="list-style-type: none"> • Puts forward compelling arguments • Explains complex concepts appropriately for diverse audiences • Anticipates and addresses key areas of interest for diverse audiences and adapts style under pressure • Invites, actively listens and responds respectfully to questions, comments and suggestions
Relationships Community and Customer Focus	Highly Advanced	<ul style="list-style-type: none"> • Creates an organisational culture which embraces high quality customer service • Ensures that management systems, processes and practices drive service delivery outcomes • Ensures that community and customer needs are central to strategic planning processes • Establishes systems to set and monitor service delivery standards in line with customer and community expectations • Ensures council services contribute to social, environmental and economic sustainability in the community/region
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Relationships Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> • Credibly promotes the organisation's position in the community, region and sector • Builds and maintains a wide network of professional relationships outside the organisation • Obtains the commitment of key stakeholders to major projects and ensures ongoing communication • Uses understanding of decision-making processes and networks to determine the organisation's bargaining strategy • Uses sound evidence-based arguments supported by expert opinion to influence outcomes • Pre-empted and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Highly Advanced	<ul style="list-style-type: none"> • Sets and communicates organisational objectives, ensuring these are the focus for planning activity • Considers the organisation's long term role in the community and region when planning • Ensures that a governance framework enables high quality strategic, corporate and operational planning • Ensures effective governance of program and project management, including acceptance of new initiatives
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Is able to draw on wide-ranging interests and experiences when facing new challenges • Thinks broadly about the root of problems before focusing in on the problem definition and solutions • Is able to discuss issues from different angles and project impacts into the future • Considers the broader context when critically analysing information and weighing recommendations • Involves diverse perspectives in testing thinking and solutions
Results Create and Innovate	Advanced	<ul style="list-style-type: none"> • Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact • Explores creative alternatives to improve management systems, processes and practices • Contributes own knowledge and experience to staff training and development sessions
Results Deliver Results	Highly Advanced	<ul style="list-style-type: none"> • Creates a culture of achievement by setting stretch goals and high expectations for self and others • Shares leadership responsibility and decision making authority, where possible • Drives organisational activity in an environment of ongoing change and uncertainty • Identifies and removes potential hurdles to achievement of sustainable outcomes

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these
Resources Technology and Information	Advanced	<ul style="list-style-type: none"> • Implements appropriate controls to ensure compliance with information and communications security and use policies • Implements and monitors appropriate records, information and knowledge management systems • Seeks advice from technical experts on leveraging technology to achieve organisational outcomes • Stays up to date with emerging technologies and considers how they might be applied in the organisation
Resources Procurement and Contracts	Advanced	<ul style="list-style-type: none"> • Ensures that organisational policy on procurement and contract management is implemented • Applies knowledge of procurement and contract management risks to decisions • Ensures others understand their obligations to manage and mitigate risks in procurement • Implements effective governance arrangements to monitor provider, supplier and contractor performance • Represents the organisation in resolving disputes with suppliers and contractors

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Manage and Develop People	Adept	<ul style="list-style-type: none"> Seeks to understand the individual strengths, weaknesses, goals and concerns of team members Defines and communicates roles and responsibilities and sets clear performance standards and goals Coaches team members to help improve performance and development Regularly discusses performance with team members and provides accurate, constructive reviews Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way
Workforce Leadership Inspire Direction and Purpose	Adept	<ul style="list-style-type: none"> Demonstrates passion, enthusiasm and personal dedication to the organisation's vision Translates organisation and unit objectives into team goals and plans to help staff understand the links Builds a shared sense of purpose through involving people in the process of cascading goals Motivates staff by providing autonomy in how they do their work, saying thanks and celebrating successes Takes opportunities to recognise and reward individual and team efforts and performance
Workforce Leadership Optimise Workforce Contribution	Advanced	<ul style="list-style-type: none"> Ensures resource management plans effectively distribute people resources in line with priorities Develops workforce management plans that link to current and future organisational priorities and objectives Uses talent management processes to guide learning and development investment and to allocate critical roles Recruits capable people with varied backgrounds, styles and strengths
Workforce Leadership Lead and Manage Change	Adept	<ul style="list-style-type: none"> Promotes change initiatives, explaining the purpose and benefits and the implications for the team Contributes to efforts to involve staff and stakeholders at various stages of the project Provides clear guidance, coaching and support through change processes Contributes to efforts to align organisational structures, systems, processes and culture to changes

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Formal qualifications in business or administration or previous experience working at a senior executive assistant level and working with Committees.
2. Advanced computer skills using Microsoft Office Suite applications, and database management, and social media along with demonstrated proficiency in keyboarding speed and accuracy.
3. Demonstrated ability to provide high-level administrative support to senior management and Councillors, including minute taking and report writing.
4. Demonstrated ability to research, format and prepare documents to a professional standard. Strong planning and problem-solving ability.
5. Sound interpersonal, communication and presentation skills including dealing with matters of a sensitive and confidential nature.
6. Demonstrated ability to develop and maintain productive working relationships. and to work independently and as part of a team.
7. Proven ability to demonstrate professional qualities of integrity, reliability, and the ability to always work in a diplomatic way.
8. Demonstrated ability to effectively manage time, tasks and people and ability to complete tasks within set time frames.
9. A thorough knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to the workplace.
10. Hold a Class C Australian drivers' licence.
11. Be an Australian Citizen, permanent resident of Australia or hold a current Australian working visa.

Desirable:

1. Understanding of the role and functions of Local Government.
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General Information

Hours of work:

Full time 70 Hour fortnight, with work hours generally 8:30am to 5:00pm Monday to Friday with a 43-minute lunch break. Corporate Services Staff adhere to a nine-day fortnight policy.

Some variation in work hours will be required, depending on work status including overtime requirements and variation to RDO's.

Leave entitlements:

These entitlements are in accordance with the NSW Local Government (State) Award and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Criminal Record Check:

The successful applicant will be required to undergo a Criminal Check prior to appointment to the position.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination at Council's expense.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following: -

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols and Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council’s website.

Council Uniform:

Administrative staff may participate in Council’s Corporate Uniform Program (please discuss with the Manager HR, Workforce Development & Safety at the time of appointment).

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out their tasks in an ergonomically safe and healthy manner and be sufficiently able to carry out any rescue procedure that might reasonably be required.

Job Description:

This position description is indicative, and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council’s Operational Plan and Delivery Plan.

Acknowledgement and Acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that the position accountabilities, duties and required capabilities may be modified by Tenterfield Shire Council from time to time.

Employee Name:.....

Employee Signature:.....

Date:.....





IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the **selection criteria** listed in the **Position Description** and how they present at interview.

The Job Information Package

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

The Position Description

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

Selection Criteria (Essential and Desirable)

The Essential Criteria must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

The Desirable Criteria enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following: -

Demonstrated means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

Knowledge of or the ability to rapidly acquire the knowledge of means that you already have the required knowledge, or you can provide examples of past situations which have required the rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Shortlisting and Interview

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are normally held at a Council facility. Face to face interviews are preferred, however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele conference. The same interview questions and format is followed for each candidate and the interview process usually can take between 30-45 minutes.

Referees

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

Appointment Process

The process normally takes up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical and security check. If the applicant accepts the position, the HR team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

Some general points to remember when applying for a position

- Applicants are encouraged to read the Position Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and your response to the selection criteria (essential & desirable).
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed and addressed to the General Manager.

If you require further information in relation to Council's recruitment processes, please contact HR, Workforce Development & Safety.
