



## Executive Assistant Officer Part Time

### Position Description and Person Specification

#### Position Details

<b>Position Title:</b>	Executive Assistant – Part Time
<b>Reports To:</b>	Chief Executive Officer
<b>Location:</b>	SSROC office, Work Club, Eveleigh or remotely by agreement
<b>Date of PD Review:</b>	April 2024

#### Position Objective

- To provide administrative support to SSROC management team, staff and SSROC working groups.

#### Key Duties

- Assist the Chief Executive Officer, management team and other SSROC staff, as necessary.
- Provide administrative support to relevant staff in the circulating of meeting invitations, agendas and minutes for a number of working groups and sourcing a venue (if required).
- Maintain a system of reminders to ensure that deadlines are met by all staff.
- Provide administrative assistance in relation to working groups as necessary, especially in relation to maintaining up-to-date working group membership records.
- Format and distribute business papers for Ordinary Meetings and CEOs/GMs' meetings.
- Take and distribute minutes of meetings, when required.
- Towards the end of each year, set meeting dates for Ordinary, CEOs/GMs and various working group meetings. Set these meeting dates after consulting with relevant SSROC staff and advise working group staff in member councils, sending out calendar invitations at the same time.
- Maintain up-to-date contact details for all Mayors, Deputy Mayors, CEOs/GMs, Delegates and Alternates for all member councils.
- Maintain filing and archiving systems (electronic).
- Assist with the upkeep of the SSROC website, specifically with updating changes in member Council Delegates and Alternates and uploading documents (as required).
- Assist SSROC Office Manager with supplier payments and payroll using MYOB when required.

#### Selection Criteria

- Demonstrated ability to collate and prepare routine correspondence, reports and business papers using Microsoft Office software applications, including Outlook, Word, Excel, PowerPoint; Adobe Acrobat and Adobe Illustrator (desirable).
- Experience in the use of Microsoft Teams and Zoom and ability to setup online meetings, ensuring required meeting settings are correct, inviting participants, and, when necessary, attending these online meetings to ensure smooth running.

- Ability to prepare business papers for meetings using MS Office particularly for quarterly Ordinary meetings and monthly CEOs/GMs' meetings.
- Well developed organisational and time management skills with the ability to track and report on the progress of tasks, including preparation of draft agenda for review of CEO for Ordinary and CEOs/GMs' meetings and follow up of SSROC staff in relation to timely preparation by staff of reports for these meetings.
- Demonstrated ability to maintain efficient administrative systems and procedures.
- Sound interpersonal skills and communication skills with the ability to deal tactfully and effectively with people at all levels.
- Demonstrated computer literacy with Microsoft Office suite (Outlook, Word, Excel, PowerPoint, Teams and SharePoint), Adobe Acrobat, interest in website administration (Word Press) and MYOB Accounting Right would be welcomed.
- Experience with Macs an advantage.
- Knowledge of electronic records management and filing systems.

### Reporting Relationships

- Accountable on a day-to-day basis to the SSROC Chief Executive Officer, and in her absence, the SSROC Program Manager.
- Establish effective working relationships with relevant staff in member councils and external stakeholders.

## Salary and Benefits

<p><b>Hours of Work</b></p>	<p>This position is part -time working 30 hours per week, with Work from Home (WFH) opportunities. The days, times and WFH will be negotiated with the successful candidate. <b>The position would suit a self-starter with loads of initiative.</b></p>
<p><b>Remuneration Package:</b></p>	<ul style="list-style-type: none"> <li>• Salary up to \$93,000 per annum pro rata</li> <li>• Plus compulsory superannuation guarantee</li> </ul>
<p><b>Employment Term:</b></p>	<p>Contract position for up to 3 years subject to requirement and performance.</p>
<p><b>Employment Conditions:</b></p>	<p>Local Government Award conditions will generally apply. SSROC is professional, innovative and family friendly, offering flexibility in hours of work.</p>

## Approval

Approved by SSROC CEO:



Date: 29 April 2024