



## Position Description

### Executive Support Officer

Full Time – 35 hours per week

Reporting to	Chief Executive Officer
Location	Canberra, ACT
Classification/Grade/Band	Band 3, Level 2
Position Code	CRJO_005
Date position description approved	July 2020

#### 1. CRJO Overview

The Canberra Region Joint Organisation (CRJO) is a regional leader that advocates for 10 member Councils across the South East NSW, comprising the Councils of Yass Valley, Queanbeyan-Palerang, Eurobodalla, Wingecarribee, Goulburn Mulwaree, Upper Lachlan, Snowy Monaro, Snowy Valleys, Hilltops, and Bega Valley working in partnership with associate members, the ACT Government, Wagga Wagga City Council and East Gippsland Shire Council covering 92,000 sq kms and a population of 800,000.

#### 2. CRJO Values

The CRJO is committed to be an organisation that is Cohesive, Collaborative, Aligned, Efficient, Evidenced based, Educative, Flexible and Effective in order to deliver real outcomes for the region.

#### 3. Primary Purpose of the Position

Working in collaboration with the CRJO Chief Executive Officer, team members and member Councils:

- Provide high quality and timely secretariat support to the Board, General Managers Advisory Group (GMAG) and specialised working groups;
- Support the Chief Executive Officer in the delivery of CRJO services and products;
- Ensure the administrative functions for the organisation are completed in a timely and accurate manner; and,
- Assist in developing and delivering the organisation's communication and promotional strategies.

#### 4. Key Accountabilities

In consultation and collaboration with the Chief Executive Officer, and as a member of a small professional and service orientated team:

- Plan, coordinate and organise secretariat services for the Board, other Committees and working groups through:
  - Preparation, compilation and distribution of meeting documentation including agenda, business papers and minutes within agreed deadlines;
  - Attending meetings to take minutes and record actions arising;
  - Organising travel, venues and catering and other arrangements for meetings, site visits and CRJO road trips.
- Prepare and compile reports, financial statements and other documents to a professional standard for the Chief Executive Officer;
- Prepare and draft correspondence for the Chief Executive Officer to a high standard;
- Ensure all administrative processes and practice are documented and reviewed on a regular basis;
- Manage the CRJO office including stationary and office equipment supplies and maintenance and premises matters.
- Review and monitor CRJO's compliance obligations and completed tasks as determined by the Office of Local Government Implementation Guide
- Maintain the organisation's website and contribute to the ongoing implementation of digital engagement including through social media;
- Maintain the document management system to ensure accessibility of documents for all stakeholders;
- Ensure payment of tax invoices in an accurate and timely manner.
- Constructively contribute to the culture and ongoing development of the organisation and team.

#### 5. Auxiliary Responsibilities:

As agreed by the Chief Executive Officer provide support where appropriate in the following areas:

- Project planning, monitoring and evaluation;
- Marketing and promotional activities; and,
- Regional continuous improvement initiatives, strategies and activities.

#### 6. Key Challenges

The key challenges for the CRJO include:

- Development and establishment of best practice policy, processes and procedures to ensure that the developing organisation operates seamlessly and in compliance with all organisational obligations.
- Communicating and facilitating systems development and improvement in consultation with all stakeholders;
- Developing and providing services that are valued by member Councils; and,
- Mapping and understanding the key communication networks required to develop and conduct the organisation's business.

## 7. Key Internal Relationships

Who	Why
CRJO Management Committee	The Management Committee works in cooperation with the Chief Executive Officer and will oversee the operational/governance activity of the organisation.
Chief Executive Officer	The Chief Executive Officer is supported to direct and lead the organisation. The Executive Assistant will coordinate and support tasks undertaken by other staff and will be required to also implement key advocacy strategies
CRJO Board and GMAG	These entities are the key decision makers of the CRJO that need to be kept informed of meetings and outcomes of those meetings (NB: GMAG – General Managers Advisory Group)
Member Councils	Staff of Working Groups need to be update kept updated on meeting schedules, topics of interest and outcomes of relevant meetings
Employees	To ensure that communication is relevant and to coordinate strategic and working/network group meetings.

## 8. Key External Relationships

Who	Why
Office of Local Government	The Joint Organisation needs to work with the OLG in regards to the legislative and reporting framework governing joint organisations
Department of Premier and Cabinet	The Regional Office is the key link to State Government agencies and state government projects in the region.
Service Providers	To ensure an efficient operation of office facilities ( eg Telstra , Fuji-Xerox)

## 9. Key Dimensions

Issue	Description
Reports to	Chief Executive Officer
Decision Making	This position is accountable for decisions relating to operational requirements of the key accountabilities and for recommending administrative and procedural changes to the Chief Executive Officer
Budget	No budgetary responsibility.

## 10. Essential Requirements

- Relevant qualifications in office administration at Certificate III level and/or equivalent work in a senior executive assistant or senior administration or personal assistant role.
- Demonstrated ability to produce high level and accurate professional documents such as policies, reports, agendas, minutes and business papers.
- Demonstrated experience with the administration and maintenance of meeting invites and documentation, digital and online systems, and document management systems.
- Demonstrated ability to work autonomously and maintain communication and working relationships with team members.
- Demonstrated high level written, oral and interpersonal communication skills.
- Demonstrated high capacity to manage competing priorities and work independently.
- Demonstrated computer literacy utilising the Microsoft Suite of products.
- A knowledge and understanding of the principles and practices of EEO and Work Health and Safety, and an ability to apply them to the work practices
- Class C Drivers Licence.

## 11. Desirable Requirements

- Experience with the use of the financial accounting software XERO
- Media engagement including managing social media channels, press releases and Ministerial correspondence

## 12. Salary and Conditions

The gross weekly rate for the position on commencement is \$1,373.00 (B3, L2) per week plus compulsory employer superannuation contributions in accordance with Commonwealth superannuation guarantee legislation and/or the Award. Allowances and other additional payments may be applicable in accordance with the Local Government (State) Award.

(Note: job applicants who belong to the Local Government Retirement Scheme may elect to have their compulsory employer superannuation contributions paid into this scheme provided that they meet the scheme's eligibility requirements).

## 13. 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 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
	Manage Self	Intermediate
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Personal attributes	Demonstrate Accountability
	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Relationships	Influence and Negotiate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Results	Deliver Results
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Resources	Procurement and Contracts

## 14. 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 Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> <li>• Is flexible, showing initiative and responding quickly to change</li> <li>• Accepts changed priorities and decisions and works to make the most of them</li> <li>• Gives frank and honest feedback and advice</li> <li>• Listens when challenged and seeks to understand criticisms before responding</li> <li>• Raises and works through challenging issues and seeks alternatives</li> <li>• Stays calm and acts constructively under pressure and in difficult situations</li> </ul>
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and cooperative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>• Shows confidence in using core office software and other computer applications</li> <li>• Makes effective use of records, information and knowledge management systems</li> <li>• Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>