

POSITION DESCRIPTION

Secretariat Officer
(POS 1004)

Directorate:	Community and Lifestyle	Department:	Civic and Executive Services
Position Grade:	13	Reports to:	Manager Civic and Executive Services
Last review:	July 2026	Next review:	July 2030
		Version No.:	4.0

Position purpose:

- 1) To coordinate the production of the business paper and prepare minutes for Council meetings.
- 2) To provide a high level specialist support and administrative duties to the Council & Executive Services Unit.
- 3) To undertake project work, business and innovation improvements that assist in delivering organisational and executive priorities.
- 4) Work as a cooperative and pro-active team member and contribute to the enhancement of team outputs.

Key accountabilities/responsibilities:

Responsible for:

- 1) Management and delivery of short term projects, business and innovation improvements related to the Civic and Executive Services unit that assist in delivering organisation and executive priorities.
- 2) Providing timely and accurate support for Council meetings, Committee meetings and other meetings of Council through the preparation of Council's and Governance business paper, including:
 - a. Compile Agenda Review Paper
 - b. Compile Agenda Paper
 - c. Upload Agenda on web
 - d. Compile pro-forma minutes for Council meeting
 - e. Attend Council meeting and take minutes, compile and issue, and upload to web
 - f. Distribute Council resolutions and monitor their completion within nominated timeframes.
 - g. Preparation and assistance of Council reports.
 - h. Support and assistance to Council teams, and management of reporting platform
- 3) Maintaining a high standard in the inputs to administrative systems including Microsoft Office, Pathway Requests (electronic customer requests), InfoCouncil (Council Reports), Content Manager Correspondence (records management system) and Finance platform (purchasing system).
- 4) Maintaining a number of databases associated with Council meetings.
- 5) Drafting Council reports and general correspondence.
- 6) Delivering and picking up items (such as business papers) to the Mayor / Councillors and other Council facilities etc as required.
- 7) Assisting before and after Council and Governance Committee meetings (ie set up).
- 8) Assist in the registering and tracking of Councillor requests and monthly reporting on the requests to Councillors and the Executive team.
- 9) Providing support to the Council and Executive Services Team as required.
- 10) Supporting the delivery of projects and tasks, in collaboration with various areas of Council, to assist in the implementation of organisational and executive priorities.
- 11) Other duties as directed by the Director and Manager Civic and Executive Services , that is within the scope of your skills, competence and training.

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(POS 1004) and (POS XXX)

Decisions made in the position:

- 1) Decision in accordance with the Position Description and Council's Policy and Procedures.
- 2) Position has no formal delegation of authority.

Decisions referred:

- 1) Decisions relating to job output outside set responsibilities.
- 2) Budget decisions.

Key issues/challenges:

- 1) Supporting Manager Civic and Executive Services with completion of projects, to be delivered within scope, budget and on time.
- 2) Producing accurate business papers and minutes within strict deadlines
- 3) Prioritising competing demands
- 4) Provision of an efficient and effective service to all customers, both internal and external
- 5) Working in a changing environment and implementing new approaches to Council business
- 6) Working with a diversity of internal stakeholders and facilitating cooperation to achieve project and task outcomes.

Key working relationships:

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| • CEO, Directors and Managers | • CEO's Unit staff |
| • Mayor and Councillors | • State and Federal Elected Leaders |
| • External stakeholders | • Staff across different areas of Council |

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA
Qualifications/Licences - Qualifications in Governance, Business Administration or equivalent, or extensive experience in a comparative field - Current Class C Drivers Licence Experience - Demonstrated experience in meeting agenda preparation and taking minutes of meetings within strict deadlines - Highly developed experience and skills in computers including all Microsoft Office suites - Achievements in work process improvements that enhance effectiveness, efficiency and productivity - Highly developed organisational, interpersonal and time management skills - Highly developed written and oral communication skills with both internal and external customers - Demonstrated experience in undertaking organisational wide projects and tasks Knowledge and Skills - Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity - Knowledge of the political and public decision making process - Flexibility to work outside of normal business hours - Demonstrated ability to produce work of high quality and accuracy under pressure - Demonstrated ability to handle confidential information - Understanding of the Local Government Act 1993 in relation to Council meetings
DESIRABLE CRITERIA
Qualifications/Licences/Experience/Knowledge and Skills - Knowledge and/or experience in using Pathway/CRMS (customer request system), Content Manager (electronic record management system), Tech One (purchasing system) and InfoCouncil (Council reports system) - Previous experience working in Local or State Government - Demonstrated experience in word processing – speed and accuracy 55 – 60wpm, 98% accuracy