



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

## Employment Application Package

### Executive Assistant to the Chief Executive Officer

Applications close at 12.00pm on Monday 8 April 2019

For information on the Shire of Merredin visit  
[www.merredin.wa.gov.au](http://www.merredin.wa.gov.au)



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## Information for Prospective Applicants

Thank you for your interest in this position and your application is welcome. To assist you in submitting your application, please take time to read the following information.

### Queries

If you have queries about any aspect of the position or regarding your application, please contact Mr Greg Powell, Chief Executive Officer by telephone on 08 9041 1611.

### Completing your Application

Your application should include the following:

1. a covering letter addressed to the Chief Executive Officer stating why you are applying for the position and giving details of how you may be contacted via telephone during office hours (Monday-Friday 8.30am to 4.30pm);
2. a separate statement addressing the selection criteria. You should address each criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page;

3. a resume/curriculum vitae which includes your personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each position. The details of your academic qualifications should identify the institution, certificate number and date of issue. You should also include details of any ongoing professional development;
4. the names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. *Do not submit original copies of references;*
5. copies of your qualification(s) or academic record(s) of current studies should be attached. *Do not submit original copies of your qualifications or academic records;* and
6. information on your anticipated commencement date if you are successful.

## Lodging your Application

Your application, addressed to the Chief Executive Officer, must be marked “PRIVATE & CONFIDENTIAL – EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER” and can be emailed to [ea@merredin.wa.gov.au](mailto:ea@merredin.wa.gov.au) (preferred), posted to the Shire of Merredin, PO Box 42, MERREDIN WA 6415 or hand delivered to the Shire Administration during office hours.

Applications must be received by the specified closing date and time, and late applications will not be accepted. If you are forwarding your application through Australia Post please ensure you allow enough time for it to reach the Administration before the closing time.

All applications lodged will be acknowledged.

*Please note all applications received will become the property of the Shire of Merredin and cannot be returned to unsuccessful applicants.*

## The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two people.

During the interview the Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

The Shire of Merredin has an obligation to be satisfied regarding your qualifications and suitability for the position. If there is any special need for confidentiality, such as your current employer who is not aware of your application, please provide details with your application.

Initially, the reference checks will be limited to your nominated referees and you should ensure that they are aware that contact may be made with them to confirm details. The Shire of Merredin reserves the right to make checks of the preferred applicants but will not make contact with any current employer unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

## Preferred Applicant

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report (at the Shire of Merredin’s expense);
- Produce a current National Police Clearance. A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel;
- Provide documentary proof of motor driver’s license;
- Documented evidence of legal entitlement to work unrestricted in Australia (if relevant); and
- Produce original or certified copies of all relevant qualifications and licences.

## Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Merredin Code of Conduct;
- Acceptance of the Letter of Appointment;
- Position Description for the job; and
- Statutory Declaration in relation to current Drivers Licence (if relevant).

## Advertisement



### **EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER** (\$57,500 to \$65,500)

Applications are invited for the position of Executive Assistant to the Chief Executive Officer. The successful candidate must possess excellent secretarial, time management and communication skills as well as being flexible, well organised and able to maintain confidentiality at all times.

Principal roles of the position include preparation of monthly Council agendas and minutes, preparing correspondence and reports on behalf of the Chief Executive Officer, conducting research and special projects under direction of the Chief Executive Officer and daily diary management for the Chief Executive Officer and Councillors.

An Application Package outlining responsibilities and selection criteria is available on the Shire's website [www.merredin.wa.gov.au](http://www.merredin.wa.gov.au) or by contacting Vanessa Green on [ea@merredin.wa.gov.au](mailto:ea@merredin.wa.gov.au). Confidential enquiries about the role can be made by contacting Mr Greg Powell during office hours on 08 9041 1611.

If you are energetic, enthusiastic, able to use your initiative and thrive in a busy and challenging role then we'd like to hear from you.

Applications addressing the selection criteria and marked "PRIVATE & CONFIDENTIAL – EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER" should be submitted by email to [ea@merredin.wa.gov.au](mailto:ea@merredin.wa.gov.au) (preferred), posted to the Shire of Merredin, PO Box 42, MERREDIN WA 6415 or hand delivered to the Shire Administration during office hours and must be received by 12.00pm Monday 8 April 2019.

**GS POWELL**  
CHIEF EXECUTIVE OFFICER

## About the Shire of Merredin

The Shire of Merredin covers an area of 3,372sq kms and incorporates the townsites of Burracoppin, Hines Hill and Muntadgin and the localities of Goomarin, Korbil, Nangeenan, Nokanning, Norpa, Nukarni, South Burracoppin and Tandegin.

Merredin is located approximately 260km east of Perth and is the major commercial and retail centre for the eastern Wheatbelt, servicing a hinterland of approximately 15,000 people. Merredin is also a regional base for a range of Government agencies and services. It is an area with high employment and extensive community involvement.

Merredin was gazetted as a townsite on 16 March 1891, with the first Merredin Road Board being established in 1911-12 and the area was renamed the Shire of Merredin on 1 July 1961.

The Shire is bounded by the Shires of Bruce Rock, Kellerberrin, Narembeen, Nungarin, Westonia and Yilgarn.

The region is known for agriculture; approximately 40% of Western Australia's wheat production comes from a 100km radius around Merredin. Sheep farming is also popular in the region, along with production of many grains other than wheat.

Some attractions include the Collgar Windfarm, historic Cummins Theatre, Merredin Peak, Merredin Railway Water Tower, two museums, an art gallery, the longest grain storage facilities in the Southern Hemisphere, as well as the remains of military installations from the town's role as second line of defence during World War II.

Wildflowers and granite rocks are also a picturesque natural environmental feature of the area.

Our Council strives to encourage a vibrant community that offers a comprehensive range of local and regional services. Its aim is to work with all communities in the Central Wheatbelt to support quality of life as well as economic and social development within the region.

Additional information on living in Merredin can be found at [www.merredin.com](http://www.merredin.com) and information on visiting and touring around Merredin and the eastern Wheatbelt can be found at [www.wheatbelttourism.com](http://www.wheatbelttourism.com).

## **Selection Criteria**

The following criteria will be used to select the successful applicant and should be addressed in your application:

### Essential

1. High level of competency in Microsoft Office;
2. Excellent communication and interpersonal skills;
3. Effective time management skills;
4. High standard of presentation of work;
5. Ability to work both autonomously and as an effective team member;
6. Sound knowledge in the preparation of reports, agendas, minutes, presentations and minute taking at formal meetings;
7. Self-motivated and resourceful;
8. Sound knowledge and experience in implementing new systems and procedures; and
9. Excellent problem solving skills.

### Desirable

1. Developed knowledge of Council meeting procedures;
2. Understanding of Local Government principles and procedures; and
3. Good public relations skills.

## Position Description

- 1 **TITLE**  
Executive Assistant to the Chief Executive Officer
- 2 **LEVEL**  
Dependant on skills and experience
- 3 **DEPARTMENT/SECTION**  
Administration/Governance
- 4 **POSITION OBJECTIVE**  
Provide competent, efficient and confidential administrative and secretarial support to Council and the Chief Executive Officer
- 5 **REQUIREMENTS OF THE JOB**
  1. **Skills**
    - Highly developed word processing skills;
    - High level of computer literacy skills, particularly Microsoft Word;
    - Efficient agenda preparation, minute-taking and document compilation skills;
    - Ability to effectively manage time and prioritise tasks;
    - Well-developed written and verbal communication skills;
    - Sound research skills; and
    - Effective office management skills.
  2. **Knowledge**
    - Knowledge of meeting procedures and protocols;
    - Sound knowledge of word processing systems; and
    - Working knowledge of Local Government legislation, structure and functions.
  3. **Experience**
    - Demonstrated experience in providing administrative support at a high standard;
    - Considerable experience in a senior secretarial position; and
    - Working independently, to agreed outcomes and within designated timeframes.
  4. **Qualifications and/or Training**
    - Progress towards or obtained formal qualifications in office management/administration.
- 6 **KEY DUTIES / RESPONSIBILITIES**  
Council / Chief Executive Officer
  1. Provide competent, efficient and confidential secretarial and administrative support to Council and the Chief Executive Officer;
  2. Accurate typing of correspondence, memorandums and reports as required by the Chief Executive Officer;
  3. Coordinate and initiate research and special projects under direction of the Chief Executive Officer;
  4. Daily maintenance, organisation and control of Council's and the Chief Executive Officer's diary and appointments;
  5. Arrange registration, booking of travel and accommodation and distribution of itineraries for all conferences/training courses/events for Council and the Chief Executive Officer;
  6. Manage the Chief Executive Officer's working files and personal library;
  7. Act as a point of contact for all telephone calls, counter enquiries and incoming mail specific to the Office of the Chief Executive Officer in their absence, assessing importance, responding to enquiries and addressing concerns where possible, and redirecting to other staff where appropriate;

8. Investigate complaints from the public and other agencies on behalf of the Chief Executive Officer;
9. Where possible, conciliate resolution of contentious issues and complaints directed to the office of the Chief Executive Officer, prior to them reaching the Chief Executive Officer's desk;
10. Responsible for the maintenance of the Policy Manual (following review of the relevant section by Executive Staff and adoption by Council) and the distribution of replacements to Council, the Chief Executive Officer and staff;
11. Co-ordinate functions for Council and the Chief Executive Officer including the purchase and delivery of supplies required within budgetary constraints;
12. Maintain the booking register for Council Chamber, Civic Lounge and Meeting Room;
13. Prepare and distribute agendas pertaining to meetings of Council;
14. Set up the Civic Lounge and Chamber for Council meetings;
15. Attend Council Meetings and Briefing Sessions as Minute Secretary;
16. Prepare and distribute minutes of Council meetings;
17. Prepare and distribute action sheets and/or status reports pertaining to Council resolutions;
18. Coordinate and maintain the Common Seal Register;
19. Examine local newspapers, other publications and media sources to note items of Local Government and Shire of Merredin interest and circulate them to Council and the Chief Executive Officer;
20. Distribute relevant information to Council regarding training, conferences, Information Bulletins and weekly updates on matters affecting them;
21. Arrange Citizenship Ceremonies in liaison with the Shire President and ensure documentation and relevant legislative requirements are fulfilled;
22. Purchase uniforms, name badges, plaques and other supplies as required by new Councillors within budgetary constraints;
23. Liaise with Councillors in relation to attendance at meetings, arranging deputies where necessary;
24. Responsible for the preparation and maintenance of historical records of past and present Councillors including updating the Honour Board, Councillor photographs and contact details;
25. Maintain a record of Councillors' Leave of Absence and ensure information is included on other relevant Agendas and to other relevant agencies as required;
26. Draft agenda items, correspondence and reports for Council and the Chief Executive Officer as required;
27. Compile and distribute agendas and minutes of external Committee Meetings to Council delegates;
28. Manage the Tender process and maintain the Tender Register in accordance with legislative requirements;
29. Coordinate and maintain the Governance/Corporate Calendar and distribute to staff as necessary;
30. Manage and maintain the Tenders, Contracts, Grants and Agreements in both hard copy and electronic format;
31. Prepare and distribute action sheets for Senior Management Group meetings;
32. Coordinate and maintain the Delegations Register including the annual review in consultation with the Senior Management Group;
33. Coordinate the submission by relevant persons of gift and travel declarations, and Annual and Primary Returns, providing information for inclusion on the Shire's website;
34. Compile the Annual Report in consultation with the Senior Management Group; and
35. Assist in the administration of the municipal elections and carry out those tasks as directed by the Chief Executive Officer and Returning Officer.

#### Customer Service / Other

1. Provide a friendly, responsive and customer focussed service to Councillors, internal and external customers;
2. Be prepared to work flexible hours to meet service needs of the organisation;
3. Provide assistance and guidance to new officers in terms of the protocols and procedures applicable to Council and the Office of the Chief Executive Officer; and

4. Other duties from time to time as requested by the Chief Executive Officer.

7 **ORGANISATIONAL RELATIONSHIPS**

1. **Responsible to:**  
Chief Executive Officer
  
2. **Supervision of:**  
Not Applicable
  
3. **Internal and External Liaison:**  
Internal
  - Chief Executive Officer
  - Deputy Chief Executive Officer
  - Executive Staff
  - Other Staff  
External
  - Councillors
  - Community

- 8 **EXTENT OF AUTHORITY**  
Works under direct supervision of the Chief Executive Officer.

- 9 **AWARD**  
Local Government Industry Award 2010.