



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

## **POSITION DESCRIPTION**

### **Executive Support Officer**

1. **TITLE and POSITION NUMBER:** Executive Support Officer (071)
2. **LEVEL:** Level 6/7 – as per the [LGIA 2020 \(WAIRC\)](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent Full Time
4. **DEPARTMENT/SECTION/LOCATION:** Assists the Executive Managers of the Shire of Merredin, across all directorates.
5. **HOURS:** The employee will work a 38 hour week, within the scope of working hours between 8.00am to 5.00pm, Monday to Friday.

**6. POSITION OBJECTIVES**

To provide confidential and efficient administration support to the Executive Managers of the Shire of Merredin and to ensure that clerical, administrative and other tasks, as directed by the Executive Managers, are carried out in an efficient and timely manner and to an appropriate standard.

**7. REQUIREMENTS OF THE POSITION**

**7.1 EXPERIENCE:**

- Demonstrated experience in providing administrative support at a high standard.
- High level written and verbal skills.
- Strong organisational and time management skills, with the ability to meet deadlines and manage competing priorities.
- Demonstrated ability to work collaboratively across diverse teams and provide timely support;
- Proficient in using the Microsoft Office Suite and other digital document management systems; and
- Demonstrated ability to work independently, to agreed outcomes and within designated timeframes.

**7.2 KNOWLEDGE and SKILLS:**

- Highly developed word processing skills;
- High level of computer literacy skills, particularly Microsoft Office applications;
- Efficient report 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 organisation skills.

**8. KEY DUTIES/RESPONSIBILITIES**

**Executive Manager Support**

- Provide administrative & executive support.
- Provide proactive day-to-day support to Executive Managers including diary coordination, email management and preparation of correspondence and internal documents.
- Prepare agendas, collate information, take minutes, and track action items.
- Maintain confidentiality and act with professionalism in all matters.
- Attend and assist with Council Meetings and Briefing Sessions in the absence of the Executive Officer.

- Oversee the Shire's insurance claims processes, ensuring paperwork is completed in a timely manner.
- Oversee the administration of the Shire's cemetery, including assessment of applications, database management and recording of burials.

#### **Grants and Funding Administration**

- Assist with identifying funding opportunities across portfolios.
- Support the preparation and submission of grant applications including data collection, documentation collation, and liaison with relevant stakeholders.
- Monitor grant reporting deadlines to support the relevant Executive Manager to complete necessary reporting and acquittals tasks.

#### **Contract and Tender Process Support**

- Assist with the preparation and formatting of tender and contract documentation.
- Maintain contract registers and ensure records are up to date and compliant with procurement policies.
- Track contract timelines, key milestones, and expiry dates and alert relevant managers to upcoming deadlines or renewal needs.
- Provide administrative support during procurement and tender evaluation processes.

#### **Customer Service & Stakeholder Liaison**

- Respond to customer and community enquiries and direct them to the appropriate departments or staff.
- Provide courteous and informed liaison with contractors, service providers, and community stakeholders.

#### **Records & Systems Management**

- Maintain accurate records in accordance with the Shire's document control and records management policies, including digitisation of paper-based documents.
- Support data entry, reporting, and asset-related documentation (e.g., maintenance requests, facility inspections).
- Assist with updating and maintaining databases.
- Maintain waste management related databases.

#### **Projects & Operational Support**

- Support the coordination of community events, capital works updates, and departmental initiatives.
- Assist in developing communication material such as newsletters, flyers, and website updates.
- Coordinate internal workflow tracking, meeting schedules and internal notifications across departments.
- Distribute relevant information to Executive Managers regarding training and conferences.

- Arrange registration, booking of travel and accommodation and distribution of itineraries for all conferences/ training courses/ events for Executive Managers.
- Other duties from time to time as requested by Executive Managers.

## 9. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Executive Manager Strategy and Community

**Supervision of:** Nil

### Internal and External Liaison

**Internal:** Chief Executive Officer  
Executive Managers  
Other Staff and employees

**External:** Councillors  
Community Groups  
Ratepayers  
General Public  
Government Departments

## 10. EXTENT OF AUTHORITY

Operates under the direction of the Executive Managers of the Shire of Merredin, within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government act and all other relevant legislation. Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

## 11. SELECTION CRITERIA

### Essential:

- Demonstrated ability to work collaboratively across diverse teams and provide timely support
- High level of competency in Microsoft Office suite of programs;
- Excellent communication and interpersonal skills;
- Effective time management skills;
- High standard of presentation of work;
- Ability to work both autonomously and as an effective team member;
- Self-motivated and resourceful;
- Sound knowledge and experience in implementing new systems and procedures; and
- Excellent problem-solving skills.

### Desirable:

- Understanding of Local Government principles and procedures;
- Good public relations skills; and
- Hold a current valid C Class Driver's Licence.

## 12. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Pre-employment Medical Examination and drug and alcohol test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.

- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions are in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

|                                       |                     |       |
|---------------------------------------|---------------------|-------|
| <b><i>New Employee</i></b>            | Employee Signature: | Date: |
| <b><i>Current Manager</i></b>         | Manager Signature:  | Date: |
| <b><i>Chief Executive Officer</i></b> | CEO Signature:      | Date: |