



Position Description

Job Title:	Executive Services Manager
Reporting To:	Chief Executive Officer
Remuneration level: experience and qualifications	Level 7 - \$95,000 - \$105,000 Negotiable depending on

Purposes of the position

1. Coordinate Council's Governance and reporting activities and ensure that appropriate systems of corporate governance are operating effectively.
2. Administer systems to ensure that the Council meets its legal obligations in respect to governance issues in accordance with the *Local Government Act 1995*.
3. To maintain governance related registers.
4. Provide professional and confidential administrative and corporate support to the Chief Executive Officer.
5. To contribute to the efficient and productive operation of the local government organisation and to maintain and foster a team spirit amongst those in the working environment.
6. To deliver Human Resources (HR) administration assistance.

Responsibilities

Responsibility 1 -	To manage and coordinate the implementation of appropriate systems of corporate governance, on behalf of the Chief Executive Officer (CEO), to the Council to ensure legislative compliance.
Authority Level –	Able to work autonomously within established procedures, with guidance from the CEO.
Measurement -	<ol style="list-style-type: none">1. Accurate, expertly formatted and grammatically correct work is achieved within the appropriate timeframes and deadlines.2. Strict confidentiality is maintained at all times.
Responsibility 2 -	Maintain all relevant registers including policies, Financial and Non-financial Interests, Primary and Annual Returns, Elected Member Training, Gifts, Complaints, delegations, and other registers as required by legislation or as the CEO determines are kept up to date and compliant with regulations.
Authority Level –	Able to work semi-autonomously within established procedures, with guidance from the CEO.
Measurement -	Required registers meet the legislative requirements and are kept up to date.

Responsibility 3 -	To assist the Chief Executive Officer and Council by providing expertise within the area of governance and ensuring a strong relation with effective communication is maintained between the Shire, Chief Executive Officer, Council and Community.
Authority Level –	Able to work semi-autonomously within established procedures, with guidance from the CEO.
Measurement -	<ol style="list-style-type: none"> 1. Legislative requirements are met. 2. Regular communication is maintained.
Responsibility 4 -	To take the lead role in organising civic receptions, regional meetings, Ministerial visits and other matters of protocol.
Authority Level –	Able to work semi-autonomously within established procedures, with guidance from the CEO.
Measurement -	<ol style="list-style-type: none"> 1. All events are well organised (including appropriate resourcing), event plans are approved in advance, and run smoothly. 2. All events raise the profile and esteem of the Shire in the wider community.
Responsibility 5 -	To assist the Chief Executive Officer with the management of internal employee relations including HR administration, performance appraisals and records maintenance as needed.
Authority Level –	Able to work semi-autonomously within established procedures, with guidance from the CEO.
Measurement -	<ol style="list-style-type: none"> 1. HR records up-to-date 2. All staff matters documented
Responsibility 7 -	To ensure (in cooperation with the Records Manager) that all documents for which the Executive Service Manager has responsibility are registered and managed in accordance with the Document Management Plan approved by the CEO.
Authority Level –	The officer is expected to work in cooperation with the Records Manager.
Measurement -	<ol style="list-style-type: none"> 1. High level of cooperation with Records staff. 2. All subject documents are managed appropriately in accordance with the Document Management Plan.
Responsibility 8 –	To comply with Occupational Safety and Health legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to supervisor and/or HR coordinator immediately.
Authority Level –	Able to work semi-autonomously within established procedures, with guidance from the HR Coordinator and/or OSH committee.
Measurement -	Ongoing vigilance to ensure risks are minimised/negated

Relationships

Responsible to: Chief Executive Officer

Supervision of: Nil

Internal/external liaison:

Internal

With:

Purpose

- | | |
|------------------------------------|--|
| 1. Chief Executive Officer | 1. Main priority is to act as executive support to the Chief Executive Officer; the Executive Services Manager is expected to maintain a close day-to-day liaison with the Chief Executive Officer for an extensive range of purposes. |
| 2. Executive Management Team | 2. As a member of the Executive Management team, it is essential that the Executive Services Manager maintains amiable, cooperative and productive relationships with the Executive Managers, at all times. |
| 3. Shire President and Councillors | 3. Provides confidential liaison with the Chief Executive Officer, the Shire President and Councillors. |
| 4. Records Staff | 4. Correct registration, management and retrieval of documents. |
| 5. All other staff | 5. To maintain an effective professional administrative standard that supports the aims and objectives of the Shire of Halls Creek. |

To be proactive and positive with supporting the operations and reputation of the Shire.

External

Developers

Consultants

Clients

State and federal government agencies

Members of Parliament and their offices

Other local governments

General public

Extent of Authority

- Generally works autonomously within established procedures, with guidance from the Chief Executive Officer.
-

Specific Duties

- Facilitates the finalisation and expedition of reports, agenda items and minutes for Council and Committee meetings.
 - Maintains the registers to ensure legislative compliance including: policies, delegations, register of interests, Primary and Annual Returns, gifts and other registers as required by legislation or determined by the Chief Executive Officer.
 - Maintains actions arising from meetings.
 - Maintains Council's compliance calendar.
 - Arranges civic receptions, regional meetings, Ministerial visits and takes a lead role in the arrangements for such events.
 - Annual governance Compliance reporting as required.
 - Provides confidential liaison with the Chief Executive Officer and Councillors.
 - Maintains Shire of Halls Creek administrative policies and procedures.
 - Maintains Shire of Halls Creek Delegations Register.
 - Undertakes specific projects designated by the Chief Executive Officer, including research and preparation.
 - Contributes to the production of the Annual Report and other plans as required.
 - Develops appropriate internal procedures and new methods to streamline work.
 - Maintains strict confidentiality and sensitivity at all times.
 - Ensure that all documents for which the officer is responsible are handled in accordance with the Document Management Plan.
 - Participates in training and development programs to enhance skills and performance.
 - Completes required Occupational Health and Safety documents when appropriate
 - To assist the Chief Executive Officer with the management of internal employee relations including HR administration, performance appraisals and records maintenance as needed.
 - Other duties as allocated from time to time.
-

Person Specification

Skills

Essential:

- Superior organisation and time management skills.
- Sound computer literacy, particularly in the use of email, MS-Word and MS-Excel.
- Typing/keyboarding proficiency
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Competency in the use of a variety of office equipment including scanners, printers, photocopiers, and binding machines.
- Ability to meet work schedules and timelines.
- Ability to exercise tact, diplomacy, and independent judgment.
- Ability to analyse situations accurately and adopt an effective course of action.
- Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.

Knowledge

Essential:

- Sound knowledge of local government practices and protocols.
- Sound knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Sound knowledge of modern office methods and procedures and the use of standard office equipment.

Desirable:

- Demonstrated understanding of the WA Local Government Act 1995.
- Sound knowledge of the Regulations that sit within the Local Government Act 1995.
- Sound knowledge of Governance requirements.

Experience

Essential:

- At least 2 years' experience in governance within the public sector.

Desirable:

- Relevant WA Local Government experience.

Qualifications and/or Training

Essential:

- Tertiary qualifications, in law, business management or related discipline.
- Current class C drivers licence.

Desirable:

- Diploma in Local Government

Selection Criteria

Essential:

- Demonstrated experience in governance or administration management in the public sector
- Demonstrated ability to work in a politically sensitive environment
- Demonstrated high level communication skills (verbal and written)
- Demonstrated experience and understanding of Governance, Risk and Compliance framework and processes
- High level analysis and problem solving skills
- Ability to establish and maintain effective working relationships with others.
- Ability to meet deadlines.
- Ability to exercise tact, diplomacy, and independent judgment.
- At least 2 years' experience in governance within the public sector
- Relevant qualifications and or experience
- Current class C drivers licence.

- Ability to “fit in” with the community of Halls Creek, and with the organisational culture of the Shire.

Signed.....
Employee

Date.....

Signed
Noel Mason
Chief Executive Officer

Date 1 June 2020