

Western Metropolitan Regional Council



Employment Information Package

Position: EXECUTIVE ASSISTANT CORPORATE
SERVICES

Closing Date: 4pm, 19 May 2017



Phone: (08) 9384 4003 **Fax:** (08) 9384 7511 **Email:** admin@wmrc.wa.gov.au
Address: Wearne House, 40 Marine Parade, Cottesloe WA 6011
Postal Address: PO Box 47, Mosman Park WA 6912

Advertisement

EXECUTIVE ASSISTANT CORPORATE SERVICES

Western Metropolitan Regional Council

Full Time 12 Month Contract

The Western Metropolitan Regional Council is currently seeking an experienced Executive Assistant to join our team.

Key duties and responsibilities will include:

- Coordinate the organisation, compilation and distribution of notice papers, agendas and minutes for Council, committee and electors meetings, ensuring that all items of business comply with the policies of the Council and various legal provisions. Monitor deadlines with respect to Agenda and Minute distribution.
- Attend Committee/Council meetings, record proceedings and provide advice to Elected Members and Community Members in a professional and confidential manner.
- Assist the Business Manager with administrative matters and basic bookkeeping tasks (debtors, creditors, bank reconciliations, assisting with payroll, records management)
- Develop, compile and monitor monthly reports and performance indicators such as (but not limited to) Monthly Executive Report on Council Actions, etc.
- Undertake research, compile reports and prepare correspondence as a result of Council and / or Committee meetings and requests for information from elected members.
- Manage day to day operations of administrative services

The ideal candidate should have a proven track record in providing administrative support to Senior Stakeholders at a highly professional level. Experience within the Government sector is preferable. You will have excellent communication skills, both written and verbal, and have the ability to prioritise workloads effectively.

A salary package in the order of \$ 65K to \$70K will be negotiated depending on experience and qualifications plus up to 15.5% superannuation dependent on co contribution is offered.

Full details are available on the WMRC website www.wmrc.wa.gov.au under the employment section or request a mailed copy by phoning Administration on 9384 4003.

Applications addressing the selection criteria should be received by **4.00pm Friday 19 May 2017 and may be sent electronically or by post. Our email address is corporate@wmrc.wa.gov.au.**

John Stevenson

CHIEF EXECUTIVE OFFICER

Table of Contents

1. About Us	4
1.1. WMRC.....	4
1.2. Vision	4
1.3. Values	4
1.4. Strategic Priorities	5
1.5. Operations	5
1.5.1. Waste Transfer Station	5
1.5.2. Earth Carers Programme	5
2. Lodging Your Application.....	6
2.1. Electronically	6
2.2. By Post	6
2.3. By Hand.....	6
2.4. Closing Date.....	6
3. The Interview Process.....	7
3.1. The Interview Process.....	7
3.2. After the Interview	7
4. Position Description.....	8

This employment package has been designed to assist you with your application, particularly in regard to the information you need to include. Please take the time to read the information carefully before completing your application.

1. About Us

1.1. WMRC

The Western Metropolitan Regional Council (WMRC) was established in 1989 by five member Councils:

- Town of Claremont
- Town of Cottesloe
- Town of Mosman Park
- Shire of Peppermint Grove
- City of Subiaco

For most of our history we were managed under contract to one of the member Councils. In mid-2010 the management of the WMRC significantly changed with the appointment of an independent Chief Executive Officer and associated administration. This new structure has enabled a greater focus on strategic project delivery, improved ways of thinking and delivering greater regional services to our member Councils.

WMRC's current functions include:

- Operation of the Brockway Waste Transfer Station.
- Delivery of a regional waste education programme – Earth Carers.
- Administration and governance.

1.2. Vision

“We make our world. Better.”

We aspire for a world in which waste is not a problem but an opportunity, when people in our local area are proud of the great things that are done in their world, when people from afar come to see us and admire what we do. And once we have achieved this for waste management, we aspire to grow our work into ultimately delivering an inspirational natural environment for the Western Suburbs of Perth.

1.3. Values

In delivering services to our customers, we strive for the following delivery values:

1. **Reliability.** We will deliver on our purpose whenever we are needed.
2. **Transparency.** We will strive to be as open and transparent in our business dealings as possible.
3. **Excellent customer service.** We want to be a pleasure to deal with.

Our delivery values are built upon the following support values:

1. **Responsiveness.** We observe events and respond mindfully.
2. **Excellence.** We seek to do the best we can.
3. **Innovation.** We always seek a better way to do something.
4. **Inspirational.** We fill those around us with energy and excitement.
5. **Passionate.** We believe in what we do, and do what we believe.

1.4. Strategic Priorities

Six strategic priorities guide our activities:

1. Achieve a comprehensive, cost effective waste management service across the region.
2. Increase the number of Councils, businesses and people using our service.
3. Reduce waste to landfill.
4. Increase the knowledge and engage the local community to improve waste management.
5. Become a recognised catalyst implementing innovative practices in waste management.
6. Develop a strong and capable organisation.

1.5. Operations

1.5.1. Waste Transfer Station

WMRC operates the Waste Transfer Station in Shenton Park, which receives over 30,000 tonnes of waste per annum from Councils, commercial customers and residents. The facility encompasses:

- Waste Transfer Station – general waste from the region and surrounds is consolidated at the facility, loaded into large trucks and hauled to landfill.
- Bulk Waste Sorting – a bulky waste sorting area allows residents and bulky waste collected from the verge to be sorted and recyclables recovered.
- Greenwaste recycling – around 7,000 tonnes of greenwaste is consolidated at the site each year. Greenwaste is transported in bulk to a local composting facility.
- Problematic waste disposal – the facility accepts residential quantities of hazardous waste, tyres and asbestos.

1.5.2. Waste Educators Programme

WMRC delivers the Waste Educators Programme to member Councils to educate and support the community to reduce waste. Key work includes:

- Delivery of Earth Carers courses
- Providing support to Earth Carers volunteers
- Delivering community reuse and recycling events
- Providing waste education support and resources to local schools
- Working with member Council waste and sustainability officers to deliver waste education messages and programmes
- Delivery of the Plastic Free July campaign

2. Lodging Your Application

Completed applications, marked **Private & Confidential** should be forwarded to:

2.1. Electronically

corporate@wmrc.wa.gov.au

2.2. By Post

John Stevenson
Chief Executive Officer
Western Metropolitan Regional Council
PO Box 47
MOSMAN PARK WA 6912

2.3. By Hand

Western Metropolitan Regional Council
Wearne House
40 Marine Parade (corner Marine Parade and Warton Street)
COTTESLOE WA 6011

2.4. Closing Date

Vacancies are advertised for a specific period and close at 4.00pm on the closing date indicated in the advertisement.

Late applications will not be accepted.

3. The Interview Process

3.1. The Interview Process

If you are selected for an interview an officer from the WMRC will telephone you to organise a time to conduct the interview. The interview is an important part of the selection process and all interview questions will be based on the advertised selection criteria for the position.

The Selection Panel will generally consist of two-to-three members.

During the interview the Selection 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.

3.2. After the Interview

Selection Tests: Preferred applicants may be asked to undertake selection tests.

Conditions of Employment: Prior to any offer of employment being finalised, the recommended applicant will be required to:

- Produce *original or certified copies* of all relevant qualifications and licenses.
- Produce a current *National Police Clearance*. This requirement is for specified roles within the organisation and will be detailed in the position description.

4. Position Description

EXECUTIVE ASSISTANT CORPORATE SERVICES

LEVEL:

LGIA 2010 – Level 7

HOURS:

38hours per week.

SECTION:

Business Operations

AWARD / AGREEMENT:

Local Government Industry Award 2010

REPORTS TO:

Business Manager

SUPERVISES:

Nil

1. POSITION OBJECTIVES:

To provide all administrative and meeting secretarial functions to the CEO, Elected Members and the Business Manager and where possible to generally assist a small team that works under the banner of Western Metropolitan Regional Council.

To prepare Council and Committee agendas and minutes ensuring legislative requirements are met and best practices are exceeded and to ensure the effective implementation of all Council decisions.

2. KEY TASKS

Executive Assistant Corporate Services will undertake the following key tasks:

- Coordinate the organisation, compilation and distribution of notice papers, agendas and minutes for Council, committee and electors meetings, ensuring that all items of business comply with the policies of the Council and various legal provisions. Monitor deadlines with respect to Agenda and Minute distribution.
- Attend Committee/Council meetings, record proceedings and provide advice to Elected Members and Community Members in a professional and confidential manner.
- Assist the Business Manager with administrative matters and basic bookkeeping tasks (debtors, creditors, bank reconciliations, assisting with payroll, records management)

WMRC EXECUTIVE ASSISTANT CORPORATE SERVICES

- Develop, compile and monitor monthly reports and performance indicators such as (but not limited to) Monthly Executive Report on Council Actions, etc.
- Undertake research, compile reports and prepare correspondence as a result of Council and / or Committee meetings and requests for information from elected members.
- Manage day to day operations of administrative services

Corporate Responsibilities

- Contribute to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the Council's objectives.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the Council's Code of Conduct.
- Demonstrate willingness and ability to apply and develop the Council's Risk Management processes in order to make a positive difference to the way things are done, keeping up to date with any changes.
- Perform other duties as directed.

OTHER ITEMS

Undertake other duties relevant to the position of Executive Assistant as directed by the Business Manager.

ORGANISATIONAL RELATIONSHIPS

- Responsible to: Business Manager
- Internal liaison with all WMRC staff.
- External liaison with:
 - WMRC Member Councils
 - Customers
 - Other Local Governments
 - Other Regional Local Governments
 - Government Departments and Agencies
 - State Instrumentalities
 - General Public

EXTENT OF AUTHORITY

This position operates under the direction of the Business Manager with authority to act within established guidelines, procedures and policies of the WMRC.

WMRC EXECUTIVE ASSISTANT CORPORATE SERVICES

KEY COMPETENCIES AND SELECTION CRITERIA

The Executive Assistant will demonstrate the following competencies:

- Ability to attend early evening meetings
- Good computer literacy skills in MYOB accounting applications or similar and excellent knowledge of Microsoft Office suite of applications.
- Excellent written and verbal communication skills.
- Ability to use initiative, set goals, prioritise and organise to meet deadlines.
- Ability to apply attention to detail.
- Ability to manage confidential material as appropriate.
- Current Motor Vehicle Driver's licence
- Proven ability to manage the daily tasks of the office including confident and knowledgeable liaison with internal and external customers.
- Attention to personal appearance including appropriate business clothing.

WMRC EXECUTIVE ASSISTANT CORPORATE SERVICES

POSITION & ENCUMBENT DETAILS:

Both parties are to sign and date the areas below to confirm their mutual agreement of the requirements of the position. The original of this and future updated position descriptions are to be returned to the Business Manager for placement on the officer's personal file.

Accountabilities accepted by **Executive Assistant**

Signed: _____

Date: _____

Accountabilities accepted by **Business Manager**

Signed: _____

Date: _____

Confidential

Western Metropolitan Region Council

APPLICATION FOR EMPLOYMENT

POSITION OF INTEREST:	
SURNAME:	GIVEN NAMES:
ADDRESS:	
HOME TELEPHONE:	MOBILE:
AGE:	DOB:

EMPLOYMENT HISTORY (If not already provided)				
EMPLOYER	FROM	TO	POSITON HELD	REASON FOR LEAVING

REFERENCES (If not already provided)			
Please provide details of three referees (not relatives) who are responsible adults			
NAME	RELATIONSHIP	ADDRESS	TELEPHONE

WMRC EXECUTIVE ASSISTANT CORPORATE SERVICES

EDUCATION AND TRAINING (If not already provided separately)			
SCHOOL/COLLEGE/ETC	FROM	TO	LEVEL/QUALIFICATION OBTAINED

GENERAL INFORMATION	
Do you have any and current or past Workers Compensation Claims to declare?	
Do you hold a valid driver's license?	YES/NO
License Number and Class:	Expiry Date:
Do you have a medical condition or are you on any medication that we should be aware of.	
DECLARATION BY APPLICANT	
I acknowledge and declare that the above mentioned particulars are complete and accurate in every detail. I understand that Council reserves the right to verify all information on this application and that any false information will be sufficient cause for rejection of an applicant or dismissal if hired.	
Should my application for employment be accepted, I agree to observe all Council safety regulation as a condition of employment.	
Signed:	Date: