



Shire of Kulin

Executive Support Officer (6–12 month contract) Information Package 2022



Executive Support Officer (6-12 month contract)

The Shire of Kulin are looking for a highly organised and enthusiastic Executive Support Officer to join our team in a full-time capacity. The key focus of the position is to assist the Chief Executive Officer to:

- provide governance support to elected members and staff, including preparation of Council agendas and minutes;
- administrative support throughout the organisation;
- communication with government agencies, community groups, and the general public in relation to the operations of the Shire administration.

Our ideal candidate:

- will demonstrate strong organisational skills, initiative, and attention to detail;
- have strong administrative and communication skills; and
- working knowledge of Microsoft Office software.

Experience in Local Government is desirable, as is experience in a similar position providing administrative and secretarial support to senior management.

The position has a cash remuneration of \$60,643 per annum. In addition, the remuneration package includes generous superannuation, subsidised Council housing and other benefits. The Shire also offers flexible working arrangements and ongoing training and development.

To obtain the application package either visit Council's website www.kulin.wa.gov.au or email dceo@kulin.wa.gov.au. Further enquires can be directed to the Deputy Chief Executive Officer on (08) 9880 1204.

Applications, addressing the selection criteria, marked "Confidential – Executive Support Officer" should be addressed to the Shire of Kulin DCEO and sent via email to dceo@kulin.wa.gov.au. Applications close **Friday 7 October 2022 at 4:00PM**.

POSITION DESCRIPTION

Position Title	Executive Support Officer (6-12 month contract)
Award/Agreement	Local Government Industry Award 2020
Classification	Level 4
Status/Hours	Full-time 76 hours per fortnight

Position Summary

To assist the Chief Executive Officer in providing governance support to elected members and staff, administrative support throughout the organisation and communications with government agencies, community groups, and the general public in relation to the operations of the Shire administration.

Operational

Key Duties
<p>Executive Support:</p> <ul style="list-style-type: none">• Provide administration support to the Council, Committees and CEO as required;• Co-ordinate meetings and appointments for the Chief Executive Officer;• Schedule and attend meetings (as required) to provide administrative support;• Prepare correspondence for the Chief Executive Officer when required;• Undertake necessary research, analysis and other projects as required by the CEO;• Coordinate Councillor training as required by the CEO.
<p>Governance Support:</p> <ul style="list-style-type: none">• Prepare Council and Committee agendas and minutes;• Assist with the development and implementation of governance policies and practices;• Arrange for briefings and background information on relevant issues for elected members;• Maintain all relevant registers and governance records in accordance with the Local Government Act• Arrange travel and accommodation, training and conference attendance for elected members including the provision of travel and other allowances,• Organise catering and other requirements for Council meetings, functions and other receptions as required.• Provide administrative assistance to Councillors as directed by the Chief Executive Officer.
<p>Other Duties:</p> <ul style="list-style-type: none">• Support the implementation of Council's Strategic priorities and community needs;• Maintain an overview of the Shire Records system and implement changes as necessary to ensure Shire compliance with statutory records processes;• Support the CEO and administration staff in the research of projects and special projects of the Shire.
<p>Management</p> <ul style="list-style-type: none">• Manage the public relations and media communication functions for and on behalf of the Shire President and CEO (where delegated);• Individually or as part of a team co-ordinate and manage civic events for the Local Government;

- Contribute as a member of a team to the management of the Local Government and promote a safe and harmonious work environment.

Customer Service

- Respond to customer queries (personal, phone and written) and prepare correspondence as required;

Other

- Other special projects and duties as directed

Knowledge and Skills

Selection Criteria	
Essential Skills	<ul style="list-style-type: none"> • Sound time management and task prioritisation skills; • Proven ability to produce high quality work to a timeline – particularly agendas and minutes; • Proven ability to network and build relationships. • Developed customer service skills; • Well-developed verbal and report writing skills; • Effective communication skills and ability to resolve queries; • Working knowledge of records management policies and procedures; • Working knowledge of Microsoft Office software including Word and Excel and Adobe programs; • Demonstrated experience in organising functions and/or receptions.
Desirable Skills	<ul style="list-style-type: none"> • Demonstrated experience in a similar position providing administrative and secretarial support to senior management. • Developing knowledge of Council's organisation structure and function. • Sound knowledge of local government records systems and statutory requirements; • Sound knowledge of local government service provision; • Sound knowledge of local government statutory requirements as they apply to Agenda and Minute preparation.
Qualifications	<ul style="list-style-type: none"> • Relevant tertiary qualifications and/or two (2) years' experience in an executive support role, or similar position.
Personal Attributes	<ul style="list-style-type: none"> • Ability to work cohesively, efficiently and effectively in a team environment, with consideration, respect, honesty integrity and accountability. • Good interpersonal and presentation skills. • Ability to communicate with people of diverse ages and backgrounds. • Ability to use initiative and judgement to resolve complex issues

Extent of Authority

- The position operates under the general guidance of the Chief Executive Officer.
- Position operates within the confines of Council's Annual Budget, Policy Manual, Administrative Procedures and Operational Guidelines, Strategic Plans and the Local Government Act.

Organisational Relationships

Position reports to: Chief Executive Officer (Shire of Kulin)

Internal Liaison: Chief Executive Officer
Staff
Council

External Liaison: General Public
Community Groups
Government Agencies
Contractors

Remuneration Package and Terms and Conditions of Employment

POSITION:

The duties of this position are outlined in the attached Position Description (PD). You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

PROBATION:

A 3-month probationary period applies. During this time, we will assess your progress and performance in the position. During the probation period you or the employer may end your employment by providing notice in accordance with the Fair Work Act 2009.

TERMS AND CONDITIONS OF EMPLOYMENT:

Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the Local Government Industry 2020 (the Award) and applicable legislation. This includes, but is not limited to, the National Employment Standards in the Fair Work Act 2009. Neither the Award nor any applicable legislation are incorporated into your contract of employment.

HOURS OF EMPLOYMENT:

The Full Time Equivalent of this position is 38 hours per week. Normal working hours are 8:30am to 5.00pm with a half-hour lunch break plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the employer.

REMUNERATION

The Executive Support Officer duties as per the position description in the Award describes the role as a Level 4. In line with the Award, you will be paid fortnightly at the rate of \$30.69 per hour, which includes an over award allowance of \$5.93 per hour. Other payments and benefits are outlined in the table below:

The position is full time staff role with a Remuneration Package comprising:

▪ Cash Component	\$60,643
▪ Leave Loading (17.5% When taking Annual Leave)	\$816
▪ Superannuation (compulsory SG of 10.5%*)	\$6,453
▪ Housing Allowance**	\$3,640
▪ Uniform	\$400
▪ Key to Kulin	\$400
Total package	\$72,353

*As an added incentive, the Shire of Kulin will also match voluntary employee superannuation contributions up to 8.5% based on length of service.

**Housing Allowance of \$70 per week for employees living in their own home or renting externally within the Shire of Kulin. Shire housing may be available if required. If so rent is subsidised

LEAVE

You are entitled to leave (e.g. annual, personal, carers, compassionate, parental, and long service leave) in accordance with the Award and the National Employment Standards.

PERFORMANCE APPRAISALS

The Shire of Kulin has an ongoing Performance Appraisal system. Discussions with your Supervisor occur regularly throughout a working fortnight and conversations about your performance and duties are usually included; it is the responsibility of all staff to ensure these engagements with the Supervisor are maintained.

DUTIES AND OBLIGATIONS

You will be required to:

- Perform all duties to the best of your ability at all times.
- Attend work in a state fit for work; including mentally alert and not under the influence of alcohol and/or drugs (suspension of employment provisions apply).
- Use your best endeavours to promote and protect the interests of the Shire of Kulin at all times.
- Follow all reasonable and lawful directions given to you by the Shire of Kulin, including complying with Shire policies and procedures as amended from time to time. These policies are not incorporated into your contract of employment.

Submitting Your Application

Statement of Claims Against the Selection Criteria

Your selection for an interview will depend on you demonstrating that you meet the Essential Criteria.

When preparing your statement of claims

- Treat each selection criterion separately. Use each criterion as a heading and provide your statement underneath that heading.
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criterion. The length of your statement for each criterion is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

General Application Information

- Applicants should submit typed applications.
- When lodging your application, submit a covering letter, Resume, Statement of claims responding to the selection criteria and written references.
- Please only include photocopies of your attachments as the application will not be returned.
- Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.

Delivery of Application

You may email your application. Applications must arrive by **4.00pm on Friday 29th July 2022**.

Mark your application:

"Confidential Application – Executive Support Officer"

Attention: DCEO – Shire of Kulin

Via Email: dceo@kulin.wa.gov.au

Should you require any further information or assistance please contact the Deputy CEO on:

Tel: 08 9880 1204

Email: dceo@kulin.wa.gov.au

The Interview

Preparing for the Interview

An interview will be conducted by the CEO and Members of the Shire Executive.

The interview questions will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position.

To prepare yourself for the questions which may be asked:

- Be aware of what the job involves. This information can be established from the position description
- Focus on the selection criteria and think of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think of any problems you would encounter and how you would resolve them.
- If you have any relevant reports or other work you have which will provide examples of your skills and abilities, you should prepare it for presentation at the interview
- Prepare a few questions that you may wish to ask.

The Selection Interview

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position even though you may have worked with them or have had previous experience in the position for which you have applied.
- Take time to answer each question.
- If you do not understand a question, ask for clarification or for the interviewer to repeat the question before providing a reply.
- Give direct answers to questions. Be honest if you do not know the answer to a factual question. Where possible relate your answers to direct experience you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

The interview panel will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

After the Interview

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.

The Shire of Kulin - Overview

The Shire of Kulin is situated in the Central Wheatbelt 280km southeast of Perth. The Shire comprises of four townsites Kulin, Pingaring, Dudinin and Holt Rock. The main industry within the Shire is agriculture with most farmers growing cereal crops and sheep for meat and wool. With a population of approximately 700 people statistically we are a small town however when it comes to spirit this town is far from small.



The community has rallied together over the past few decades and worked together to create and construct community facilities and events which unite and ignite our town. Some of the remarkable achievements which have been realised are the Kulin Bush Races, a community owned and run bank, the Kulin Retirement Homes and the Cultivating Kulin Committee as a fundraising body fundraising for facilities such as the All Ages Precinct.

The town also boasts modern recreational facilities with an extensive aquatic centre which includes the longest slide in regional WA, football & hockey oval, indoor netball & basketball courts, competition sized bowling rink, tennis courts, 18-hole golf course and extensive town park which includes grassed area, shelter & seating, gardens, BBQ facilities, skate park, pump track, basketball court and ninja warrior course.

There are services available in town which include a District High School, medical facilities with visiting doctor, nurses and visiting primary health specialists such as physiotherapist, speech therapist, infant health care, home and community care, Child Care Centre, Community Resource Centre, Visitor's Centre, Caravan Park, Police Station, supermarket, hotel, mechanic, hardware stores, Post Office, Library, beauty therapist and hairdressers.

The Shire itself covers an area of over 4,700km² with a road network of over 1,600km.

Our Shire services the community in several ways including:

- the construction and maintenance of local roads, footpaths & drainage, public buildings and facilities.
- the provision of recreation facilities, such as parks and gardens, sports fields, golf courses, swimming pools, recreation centres, town halls and caravan parks
- the provision and maintenance of community services such as childcare, aged care and accommodation, community care, community transport, emergency services, welfare services
- lobbying and working with State and Federal Government, regional organisations and agencies
- advocating for local needs whilst operating in a regional context, corporate governance to ensure it delivers good decision making, leadership and professional management

For more information on the Shire of Kulin and the Kulin Region please see our website:

www.kulin.wa.gov.au

www.visitkulin.wa.gov.au

