

Position Description

Administration Executive



Directorate	Governance
Location	Berrigan
Classification/Grade/Band	Grade E
Position Code	AE
Date position description updated	09 May 2025

Council overview

The Berrigan Shire Council is a rural community with a population exceeding 8,500 and comprising the four towns of Finley, Berrigan, Tocumwal and Barooga; bordered by the Murray River and bushlands in the south and surrounded by dry and irrigated farming lands.

This position provides the incumbent with the opportunity to contribute to the promotion and development of the Berrigan Shire through various mediums.

Council values

Teamwork

A collegiate workforce who are passionate about their community, are approachable to internal and external stakeholders and who are flexible enough to support the service delivery outcomes of Council regardless of position title

Reliability

Trust is generated by a knowledgeable and competent workforce who are willing to help others as necessary and within their skill sets, abilities and delegations.

Honesty

A working environment where loyalty and integrity are rewarded and staff are brave enough to question why, allowing everyone space to commit fully to agreed service delivery outcomes

Service

Service is the core of our commitment to the community and is well considered and strategic in its delivery

Primary purpose of the position

The purpose of this position is to provide high quality executive support to the Chief Executive Officer, Corporate Business Partner, Directors, Mayor and Councillors.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide executive support to the Chief Executive Officer, Directors, Corporate Business Partner, Mayor and Councillors including the compilation of council and committee business papers, minutes and administrative support.
- Build and maintain effective relationships across the organisation
- Support councillor and staff understanding of councillor roles and responsibilities
- Maintain diary calendars and schedules for the Chief Executive Officer, Directors, Mayor and Councillors.
- Assist with council functions and events and liaise with council's Marketing, Communications and Engagement Co-ordinator, Economic Development Manager and other staff in the organisation and promotion of council events
- Arrange travel, accommodation and conference registrations for the CEO, the Mayor and councillors
- Provide high level and quality administrative support to council's project management, procurement, grant management and asset management processes
- Provide high level and timely governance advice for the management and administration of council's project management, procurement, grant management and asset management processes
- Assist the Corporate Business Partner in preparing financial and progress reports to support Council's project, grant and asset life cycle management processes
- Keep accurate records of all documents required to manage project, procurement, grant and assets across their life cycle
- Role model Council's Values and personal accountability
- Adhere to the confidentiality expectations of the role at all times.

Key challenges

- Working with tight and multiple deadlines to ensure executive documents including business papers are prepared in a timely manner.
- Drafting high quality correspondence and submissions to ministers and higher level government representatives on behalf of the Mayor and CEO in a timely manner.
- Represent the goals, intentions and directives of the Executive Leadership Team, the Mayor and councillors, particularly in their absence.
- Maintaining the confidentiality of all matters relating to council.

- Providing timely and accurate advice to the Mayor, CEO, Directors and Corporate Business Partner to allow for high quality and timely decision making relevant to council's procurement, project, grant and asset management requirements.

Key internal relationships

Who	Why
Chief Executive Manager	Direct Manager <ul style="list-style-type: none"> • Work in a collaborative, challenging and supportive role • Maintain confidential information at all times • Provide high quality and timely executive support to all aspects of the CEOs role • Provide advice and support regarding governance and other matters relevant to the role.
Corporate Business Partner	Indirect Manager <ul style="list-style-type: none"> • Provide high level administrative support • Provide high level reporting and advice • Ensure governance requirements that support the life cycle of projects, procurement, grants and asset management are met and recorded accurately
Mayor	<ul style="list-style-type: none"> • Work in collaboration with the Mayor to support the Mayor's needs and civic duties • Maintain confidential information at all times • Provide high quality and timely administrative support • Provide advice and assistance regards governance and records management
Executive Management Team	<ul style="list-style-type: none"> • Support Directors to book meetings and travel • Provide high quality and timely administrative support • Provide advice and support regarding governance matters • Provide support in the preparation of meeting papers, submissions and reports
Councillors	<ul style="list-style-type: none"> • Provide accessible information and support • Ensure statutory reporting requirements are understood and deadlines met • Provide governance and records management advice and assistance • Book meetings and travel as required
Council Staff	<ul style="list-style-type: none"> • Build positive and supportive relationships • Provide timely, accurate and reliable advice regarding procurement, project, grant and asset management processes, administrative and governance requirements

Key external relationships

Who	Why
Ministerial Assistants (State and Federal)	Develop relationships to ensure relevant meetings for the Mayor, CEO and councillors are achievable
Community Groups	Ensure understanding of their needs and requests prior to booking meetings with relevant elected members or the Executive Leadership Team.

Project Stakeholders

Ensure communications plans and engagement form part of the project management life cycle and are undertaken in a timely and accurate way
Ensure stakeholder concerns and suggestions are included and considered in project scope development

Key dimensions

Decision making

This position is responsible and accountable for decisions relating to:

- booking appointments, accommodation, flights etc on behalf of the CEO, Mayor, Directors and Councillors
- administrative assistance to the Executive Leadership Team and Elected Body.

Reports to

- Chief Executive Officer (Directly)
- Corporate Business Partner (Indirectly)

Direct reports

Nil

Estimated number of indirect reports

NIL

Budget (operating and capital expenditure)

\$10,000 as per Administration Executive financial delegations

Essential requirements

Australian Driver's Licence

High quality written and verbal communication skills

Understanding of project, procurement, grant and asset management, governance and administration

Understanding of good governance principles





Highly Desirable

Understanding of the operating environment of Local Government

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capabilities Frameworks		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none">• Initiates action to team/nit projects, issues and opportunities• Accepts and tackles demanding goals with drive and commitment• Seeks opportunities to apply and develop strengths and skills• Examines and reflects on own performance• Seeks and responds well to feedback and guidance
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none">• Tailors content, pitch and style of communication to the needs and level of understanding of the audience• Clearly explains complex concepts and technical information• Adjusts style and approach flexibly for different audiences• Actively listens and encourages others to provide input• Writes fluently and persuasively in a range of styles and formats
Results Deliver Results	Intermediate	<ul style="list-style-type: none">• Takes the initiative to progress own and team work tasks• Contributes to the allocation of responsibilities and resources to achieve team/project goals• Consistently delivers high quality work with minimal supervision• Consistently delivers key work outputs on time and on budget
Resources Technology and Information	Adept	<ul style="list-style-type: none">• Selects appropriate technologies for projects and tasks• Identifies ways to leverage the value of technology to achieve outcomes• Ensures team understands their obligations to use technology appropriately• Ensures team understands obligations to comply with records, information and knowledge management requirements

Approved:
Karina Ewer

Signature:

Date:
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Accepted:
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Signature:

Date:
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