



Shire of Derby / West Kimberley

Executive Assistant to Director Community Planning

August 2025

Position Title:	Executive Assistant to Director Community Planning
Classification:	Level 6 - 7
Unit:	Community Planning
Department:	Community Planning
Responsible to: (Immediate Supervisor)	Director Community Planning
Incumbent:	Existing Position
Prepared By:	People and Culture
PD Reviewed and/or Updated:	August 2025

SDWK Vision: A place where people want to live, invest, visit and return to

SDWK Values:

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY**.

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

Derby

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1. POSITION OBJECTIVES

The Executive Assistant to the Director Community Planning is responsible for providing high-level administrative, coordination, and operational support to ensure the efficient functioning of the Community Planning department. Managing complex scheduling, facilitating departmental projects, community initiatives, and supporting governance functions, including the preparation of council and committee meeting documentation.

The position serves as a central liaison point between internal departments, senior leadership, external stakeholders, and community groups, ensuring professional, accurate, and confidential communication. Using sound judgment, discretion, and the ability to manage competing priorities while contributing to budget and financial processes.

2. KEY RESPONSIBILITIES

OUTCOME: Administrative Coordination

- Assist in coordinating and mentoring Administration Officers to develop skills, encourage accountability, and promote consistent operational practices within the Community Planning Directorate.
- Develop, implement, and periodically review streamlined administrative processes to enhance efficiency and accuracy across functions.
- Lead training and support initiatives to improve team proficiency in systems and technology, ensuring effective uptake and utilisation.
- Educate team members to promote compliance with administrative standards, policies, and procedures.
- Champion and foster a culture of continuous improvement by identifying process inefficiencies, recommending solutions, and collaborating with stakeholders to implement changes.
- Collaborate with other departments to optimise administrative workflows and strengthen interdepartmental partnerships focused on delivering better community outcomes.

OUTCOME: Administrative Support

- Provide timely, accurate, and professional administrative support to the Community Planning Directorate to ensure smooth daily operations.
- Coordinate travel arrangements including accommodation, transport, itineraries, and expense management compliant with policy.
- Prepare, edit, proofread, and format correspondence, reports, presentations, and confidential documents to high standards.
- Maintain discretion and confidentiality while managing multiple, competing administrative tasks with initiative and adaptability.
- Support procurement processes by preparing quotations, requisitions, purchase orders, and ensuring compliance with Shire policies.
- Maintain and update accurate corporate mailing and distribution lists; assist with communication of corporate document updates.
- Finalise Council documents, contracts, agendas, and minutes ensuring professional presentation and accuracy.
- Organise and coordinate training sessions for staff development and compliance as required.
- Participate in coordinating and supporting departmental projects or initiatives beyond routine administrative tasks, contributing to project milestones and outcomes.

OUTCOME: Customer Service

- Deliver professional, courteous, and timely service to internal and external clients, with a focus on accuracy and effective assistance.
- Communicate clearly on behalf of the Shire to ensure efficient onward flow of requests and instructions, maintaining positive working relationships.
- Maintain transparent, ethical communication with businesses, ratepayers, stakeholders, and community members in alignment with Council policies.
- Participate actively in team meetings, briefings, and training initiatives to continuously improve service delivery and team collaboration.
- Provide clear and concise communication regarding recruitment and retention processes, supporting positive stakeholder engagement.

OUTCOME: Executive Support

- Provide comprehensive, direct executive support to the Director Community Planning, managing complex schedules, meetings, and daily coordination effectively.
- Draft, review, send, and file correspondence, reports, presentations, and confidential documents with attention to detail and confidentiality.
- Prioritise emails, responding to urgent matters as appropriate and redirecting issues to relevant personnel.
- Manage record keeping and retrieval for the Director, ensuring efficient and compliant document control.
- Coordinate travel, meetings, functions, tours, conferences, and catering, ensuring policy compliance and logistical efficiency.
- Support executive projects including research, obtaining quotes, stakeholder liaison, and preparation of purchase orders.
- Collect and prepare data for reports and analysis to assist Executive Services and Directors.
- Assist with financial tasks such as reporting, grants, expense claims, and credit card acquittals, maintaining accuracy and compliance.
- Maintain professionalism, confidentiality, initiative, and adaptability while managing multiple competing priorities.
- Maintain and regularly update accurate corporate mailing lists and contact databases.
- Provide additional administrative support as required to meet evolving executive needs.

OUTCOME: Compliance

- Ensure all duties are performed in compliance with applicable legislation, the Shire's Code of Conduct, policies, procedures, and guidelines.
- Maintain records management practices in strict accordance with the State Records Act 2000 and utilise the Shire's Records Management System for corporate documentation.
- Adhere fully to Shire procurement policies and procedures to ensure transparency, accountability, and value for money.
- Support governance functions by assisting with the preparation and coordination of council and committee meeting materials, ensuring compliance and timeliness

OUTCOME: People & Culture

- Foster a sense of commitment, cohesion, and teamwork within the Community Planning Administration Team, creating a supportive and positive workplace culture in line with the Shire's values.
- Manage, support, and supervise Community Planning Administration team members and community volunteers, ensuring all administrative requirements (e.g., rosters, hours, records) are completed accurately and in a timely manner.
- Promote open communication, collaboration, and problem solving across the unit to encourage high performance and mutual respect.

- Actively participate in personal and professional development activities, including:
 - Contributing to individual and team work plans.
 - Identifying training and development needs.
 - Participating in the staff performance review process and follow-up actions.
- Encourage skill development, career progression, and multi-skilling within the team to build capability and ensure operational flexibility.
- Assist with human resource functions as directed by the Director Community Planning, including:
 - End-to-end recruitment support and onboarding.
 - Role specific staff induction, training coordination, and mentoring.
 - Coaching and supporting staff in line with Shire policies.
- Maintain compliance with statutory obligations and organisational requirements including:
 - Local Government Act 1995, Equal Employment Opportunity (EEO) principles, Work Health and Safety legislation, the Shire's Code of Conduct, and Organisational Risk Management frameworks.
- Model professional standards of behaviour and communication that reflect the Shire's values and expected conduct.

OUTCOME: Workplace Health and Safety

- Take personal responsibility for workplace health and safety by following all relevant instructions and protocols.
- Promptly and accurately report hazards, incidents, and accidents in line with policy requirements.
- Operate equipment, devices, and protective gear safely and according to demonstrated procedures and instructions.
- Contribute to maintaining a safe work environment through active adherence to safety practices.

This position description is not an exhaustive list of duties of the position. The position will be required to undertake other duties as directed by the Director Community Planning having regard to the incumbents' skills and experience and in accordance with the Enterprise Agreement.

3. ORGANISATIONAL & BEHAVIOURAL CAPABILITIES

- **Teamwork** – To value other team member's contributions and work effectively as a member of a high-performance work team. To demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
- **Customer Service** – Works at all times to provide customer service excellence, and in line with customer service standards, obligations and protocols; includes external and internal customers.
- **Workplace Health and Safety** – Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS act, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace.
- **Compliance** – Ensure compliance with relevant legislation, policies and procedures.
- **Workflow and Task Management** – Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
- **Communication** – Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.

- **Conflict Management** – Recognising and dealing with disagreement in a rational, balanced and effective way.
- **Planning and Organising** – Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
- **Integrity** – Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions.
- **Professionalism** – Demonstrates behaviours consistent with the shire’s values. Upholds the highest standards and maintains the required skill and knowledge levels.
- **Problem Solving** – Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.
- **Leadership and Management** – Effective use of influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.

4. ORGANISATIONAL RELATIONSHIPS

Responsible to: Director Community Planning

Supervision of: Community Planning Administration Team

Internal/external liaison:

Internal

- Executive Leadership Team
- Senior Management Group
- Shire Councillors
- All Employees of the Shire Organisation

External

- Local Contractors and Business
- Procurement Organisations
- WA Local Government Association
- Government Agencies
- General Public and Residents

5. SELECTION CRITERIA

Essential

- Demonstrated high-level organisational and time management skills, with proven attention to detail and capacity to manage multiple priorities and deadlines in a fast-paced environment.
- Proven experience providing high-level executive and administrative support, with the ability to exercise initiative, discretion, and sound judgement in decision-making.
- High level of honesty, integrity, and professionalism, with experience in handling sensitive and confidential information in accordance with relevant legislation and policies.
- Exceptional written and verbal communication skills, including the ability to prepare clear and concise correspondence, reports, meeting agendas, and minutes.
- Highly developed interpersonal, relationship-building, and negotiation skills with the ability to liaise effectively across all organisational levels, with elected members, community stakeholders, and external agencies.
- Demonstrated proficiency in the advanced use of a range of software applications and business systems, including Microsoft Office suite, SharePoint, records management systems, and contemporary communication platforms.
- Proven ability to review, develop, and improve administrative systems and processes to enhance operational efficiency and compliance.
- Flexibility to work outside ordinary business hours as required to assist with Council and committee meetings, community functions, and official events.
- Current WA “C” Class Driver’s Licence.
- Current satisfactory National Police Clearance.

Desirable

- Demonstrated experience working within a local government environment, with knowledge of relevant legislation, governance processes, and procedural requirements.
- Experience working in regional or remote communities with an understanding of unique social, cultural, and logistical considerations.
- Experience preparing grant applications, business proposals, or similar documents that support community and organisational initiatives.
- Relevant qualification in business administration, governance, project management, or another related field, or significant training and experience in a comparable role.

6. POSITION DESCRIPTION ADMINISTRATION

The successful applicant will be required to submit the following documentation prior to commencement:

- Current Drivers Licence.
- National Police Clearance
- Pre-employment Medical
- Working with Children Check

The Shire of Derby/West Kimberley will reimburse the cost of the Police Clearance and pre-employment medical.

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

Director Community Planning

Date

Tamara Clarkson
Chief Executive Officer

Date