

COUNCIL LIAISON & ADMINISTRATION SUPPORT

POSITION DESCRIPTION

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| Position Title: | Council Liaison & Administration Support |
| Responsible To: | Manager, Council Governance |
| Council Portfolio: | Corporate Services |
| Council Program: | Governance & Strategy |
| Classification Level: | Salaried, Level 4 |

Overview of Portfolio:

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, and statutory requirements and obligations.

Overview of Program

The Governance and Strategy program is responsible for enabling robust, transparent and effective governance and risk management processes, and working collaboratively to create, maintain and integrate well researched strategies, policies, and plans which guide decision making and support our city and our community to thrive.

Key Relationships / Interactions

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| Internal | <ul style="list-style-type: none"> Employees across the Office of the Lord Mayor and Office of the Chief Executive Officer Employees across the Governance & Strategy program Lord Mayor and Council Members Program and Corporate Administration Assistants The Executive team, Associate Directors, Managers, Team Leaders and City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams |
| External | <ul style="list-style-type: none"> Representatives of key City of Adelaide stakeholders Community members City of Adelaide rate payers Government departments and non-Government organisations/boards/representatives Local Government Association Ministerial Offices |

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Primary Purpose

As part of the Governance and Strategy program, the Council Liaison & Administration Support provides executive administrative support to the Council Members and to other members of the team and acts as a Council liaison with relevant stakeholders and Council Members.

Responsibilities

The Council Liaison & Administration Support is responsible for:

- Ensuring that Council Members are equipped with appropriate advice and tools required to fulfil their duties in accordance with the relevant protocols and standards, including responsibility for onboarding, induction and office setup.
- Providing efficient administrative support for all Council Members including timely and accurate diary management, preparation of meeting papers, the coordination of invitations and tickets, and ensuring Council Members are aware of their responsibilities in relation to member benefits.
- Providing administration support including the preparation of and amendments to Motions and Questions on Notice and Without Notice, and maintaining an active record of these to facilitate approval by the Lord Mayor and action.
- Supporting the Council Members in their legislative and regulatory responsibilities by ensuring that registers of interests, allowances, benefits and gifts are accurate and updated as required.
- Writing and reviewing a broad range of professional communication materials, including emails, letters, briefings and reports.
- Coordinating the timely recording and referral of all Council Member queries that relate to concerns of City ratepayers and key stakeholders to relevant portfolios and programs and preparing reports for Executive.
- Preparing Councillor Meeting Attendance Reports.
- Providing advice and guidance to internal and external customers, including on the protocol of contacting Council Members.
- Liaising with relevant external organisations and various stakeholders to build quality working relationships between external parties and the Council Members including facilitating introductions and arranging meetings.
- Providing administrative support across Governance & Strategy assisting with activities across the teams as required.
- Maintaining an awareness of emerging issues and ongoing business of Council to provide information, pre-empt matters arising and respond to or direct their queries.
- Coordinating travel and bookings and assurance of budgetary requirements.
- Ensuring required governance is maintained in line with the *Local Government Act (LGA) (SA) 1999*, LGA 1999 Regulations and CoA policies and guidelines.
- Maintaining corporate records in line with Council policies and guidelines for Governance & Strategy.
- Coordinating, developing, and supporting special projects for Council Members.
- Reviewing existing administrative procedures, processes, and systems to support and improve the delivery of the Council Governance & Strategy team objectives.

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Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria






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| Qualifications | A certificate / diploma in business administration or related field and/or commensurate demonstrated experience in lieu of formal qualification. | Essential |
| People Management | Extensive experience in providing administrative support and assistance at a senior level. | Essential |
| Financial Skills & Acumen | A working knowledge of budget requirements. | Essential |
| Technical Knowledge & Experience | Extensive experience in providing timely, confidential and proactive executive support and diary coordination at a senior level. Demonstrated research and problem-solving skills, and the ability to collect, collate and analyse data, develop reports and make appropriate recommendations. | Essential |
| | Experience in a corporate governance, board meeting or company secretary role in a regulatory or government environment. | Desirable |
| Project Management | Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. | Essential |
| Innovation & Initiative | Ability to be adaptable and flexible and have a commitment to continuous improvement. | Essential |
| Resource Management & Decision Making | Knowledge of policies and procedures of Council with the ability to review and analyse procedures and systems and to recommend and implement changes where appropriate. | Desirable |
| Professional Development | A commitment to ongoing professional development and learning. | Essential |
| Customer Commitment & Integrity | Demonstrable experience in working in a high profile and often sensitive and political environment requiring professionalism, diplomacy and confidentiality. | Essential |
| | Significant ability to work independently with minimal direction as well as collaboratively in a team environment involving tight deadlines. | |
| Collaboration & Communication | Strong communication, interpersonal and public relations skills to enable professional interaction with a range of people including senior management, Council Members, community and business leaders, dignitaries, representatives from other organisations and Government Ministers. | Essential |
| Administrative Skills | Advanced skills in MS Office computing applications including word processing, spreadsheet, database, presentation software such as PowerPoint, Email and CoA Council Systems. | Essential |
| Government Experience | Experience working in a government environment. | Desirable |

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

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|  | <p>Achievement</p> <ul style="list-style-type: none"> • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results |
|  | <p>Collaboration</p> <ul style="list-style-type: none"> • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback |
|  | <p>Customer Commitment</p> <ul style="list-style-type: none"> • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises |
|  | <p>Integrity</p> <ul style="list-style-type: none"> • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do |
|  | <p>Innovation</p> <ul style="list-style-type: none"> • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities |

Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work will be required in order to meet the requirements of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

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Physical Demands

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| Task | Office Workstation |
| Work Area | Various |
| Physical Demand Rating | Very Light Work |

The below table summarises the physical demands of this role.

| Physical Demand | O | F | C | Description | FCA Notes |
|----------------------|---|---|---|--|---|
| Sitting | | ✓ | | Ergonomic adjustable chair | Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear. |
| Standing | ✓ | | | Accessing folders, p/copier, talking to others | |
| Walking | ✓ | | | Meeting with others, moving between rooms | |
| Climbing | ✓ | | | Option to take the stairs | |
| Bending | ✓ | | | Reaching down to low shelves, p/copier | |
| Squatting | ✓ | | | Reaching down to low shelves, p/copier | |
| Gripping | | ✓ | | Mouse, stationery, phone | |
| Forward Reach | ✓ | | | Typing, using the mouse, phone usage | |
| Lift | ✓ | | | Light items, folders, paper and documents | |
| Carry | ✓ | | | Short distances within the building /office | |

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.