



Yorke Peninsula Council

*'To be a thriving peninsula, proud of our heritage, lifestyle and diverse, vibrant communities.
A great place to live, work and play.'*

Executive Services Support Officer APPLICATION KIT

Important

Applicants must submit applications in accordance with the principles outlined within the Guidelines for Applicants contained in this kit.

Each application must address the selection criteria within the Application Kit.

Applications can be submitted by:

MAIL

Bobbi Pertini
Manager People, Culture & Safety
Yorke Peninsula Council
Position No. Executive Services Support Officer
PO Box 57
MAITLAND SA 5573

IN PERSON

Reception via:

- Maitland Office – 8 Elizabeth Street
- Minlaton Office – 18 Main Street
- Yorketown Office – 15 Edithburgh Road

EMAIL

admin@yorke.sa.gov.au

(Council will bear no liability for email applications submitted but not received)

Application Closing Date Friday 19 July 2024 at 5.00pm

Council is an Equal Opportunity Employer, is smoke free and committed to a safe and healthy workplace. We thrive in an environment that is welcoming, inclusive and safe, and celebrates difference. We value and embrace our diverse perspectives and brilliant experiences for our diverse community.

People who are of Aboriginal and Torres Strait Islander identity as well as people of culturally diverse backgrounds and of diverse abilities are encouraged to apply.

We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace.

Andrew Cameron

CHIEF EXECUTIVE OFFICER

Executive Services Support Officer

Section	Executive Services
Stream	General Officer
Level	1-3 dependent on skills and experience
The Job	<p>Council is seeking a dynamic individual with strong organisational abilities to join our team. Whether you are starting your career or bringing years of experience, this role offers a unique opportunity to excel. As an Executive Support Officer, you will report directly to the Executive Assistant to the CEO and Mayor, playing a pivotal role collaborating with the team to provide administrative support to senior management, including the CEO and Mayor. Requirement to provide backup to the EA at Council meetings and workshops which are conducted outside of normal working hours. The Employment Package will be commensurate with qualifications and experience. Preference to full time however Council offers flexible working arrangements to accommodate personal and professional commitments. Enjoy the chance to grow professionally within a supportive environment that values your contributions.</p>
Position Number	1110
Position Hours	76 hour fortnight (some out of hours work may required).
Position Benefits	<p>Employees enjoy an amazing range of benefits which include:</p> <ul style="list-style-type: none">- 11.5% employer contributed superannuation into a fund of your choice;- generous salary packaging arrangements;- Corporate Health programme with annual health checks, skin cancer assessments and flu injections;- driver licence allowance;- income protection insurance;- flexible employment opportunities;- job security;- professional development opportunities;- emergency services leave;- family/carers and parental leave;- long service leave;- portability of leave within SA local Government; and- equal opportunity employment.
Position Status	Permanent Full time – Part time hours may be considered.
The Person	The successful applicant must have well-developed organisational and administrative skills with high level communication skills
Salary	Level 1-3 – \$30.00 to \$43.00 p.h. plus statutory superannuation. (In accordance with the Yorke Peninsula Council Municipal Officers Enterprise Agreement No 8, 2024).
Medical	A compulsory pre-employment medical examination must be undertaken.
Location	Maitland Office, however appointment is to the Council, therefore the successful applicant may be required to undertake duties at other locations.
Probation Period	13 weeks
Information	Further information about the position can be obtained from Carina Congdon, Team Leader HR & People Experience on 08 8832 0000

Guidelines for Applicants

Thank you for your interest in working with the Yorke Peninsula Council is an equal opportunity employer and uses merit-based selection techniques. Please read these guidelines carefully as they are designed to help you understand Council's selection process and to put forward your best case for appointment.

Once you have found a vacancy that you would like to apply for, you should collect as much information about the position as you can.

Included in this information package is a copy of the position description which provides comprehensive information about the position, including duties and responsibilities. The position description also contains the essential and desirable selection criteria i.e. the knowledge, skills and experience required to do the job. It is the selection criteria that form the basis for making a merit-based selection decision.

If you require additional information about the position, you may speak to the contact person named in the advertisement.

Your application

When you apply for a position with Council, the key to gaining an interview is your written application. A good application shows why you are the best person for the position and how your knowledge, skills and experience match the selection criteria. Your application should contain:

.A completed Application for Employment form (**essential**)

.Your statement addressing the selection criteria (**essential**)

.Your resume (**essential**)

.A brief covering letter (**optional**)

Statement addressing the selection criteria

Short listing (or selection for interview) is based on how well your skills, knowledge and experience meet the selection criteria. Therefore you must include a statement addressing the selection criteria in your application. If not, you are unlikely to get an interview.

Make a separate heading for each selection criterion and for each one, describe your knowledge, skills and experience and how they relate to the job. One way to do this is by providing relevant examples of the work you have completed in your previous and current employment. For example, it is not sufficient just to state, "I have strong project management skills." Ideally you should give a description of the projects you have managed, what you did on those projects, and what was achieved. This will enable the selection panel when assessing your application, to develop a good understanding of your capabilities. You should also emphasise your major achievements as well as any transferable knowledge and skills that may have been gained outside of paid employment.

Example:

Proven ability to work efficiently and effectively within a team and/or independently

I have worked across a number of different industries and this has allowed me to develop my ability to work well and productively with a wide range of individuals and teams. My strong communication skills allow me to work well in team environments. Whilst completing my traineeship with Company XYZ I had the opportunity to work two different teams with different outcomes. I found I was able to adapt easily to the different environments and be an asset to both teams.

In my approach to my work I am professional and practical, and as an effective team member am always willing to pitch in to complete the work that needs doing. My previous role with Company ABC allowed me to also work autonomously. I used a task driven approach to ensure that I completed my tasks on time. This ability to stay on track contributed to the team as a whole as well.

Your resume

Prepare a resume (or curriculum vitae) which is clear, concise, up-to-date and includes:

- Personal details
- Education and training
- Employment history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements)
- Skills/experience gained outside of paid work
- Contact details for two referees

The application form

Complete the 'Application for Employment Form' and enclose it with your application.

Important notes

- Please ensure that your application and attachments are securely held together and avoid sending them in folders or binding.
- Applications submitted past the closing date are not accepted unless written advice of intention to apply was received before the closing time and the formal application is received within an agreed time frame.
- Applications that are unsolicited or do not address an advertised position will not be considered and are discouraged by Council.

Interview and Selection

Reviewing Applications and Preparing a Shortlist

The first step in the selection process is to review all received applications and prepare a shortlist.

Applications are assessed against the essential and/or desirable selection criteria found in the position description. Applicants who best meet the selection criteria will be short-listed and contacted for an interview. Those who do not meet the selection criteria or who are not competitive with other applicants (due to lesser experience or qualifications) will not be short-listed for an interview and will be notified in writing as soon as practicable.

The Interview and Other Work Tests

Relevant members of council staff will conduct the interview. Interviews are conducted in a structured manner and questions based on the selection criteria.

Applicants will be asked to give examples of how they have performed in situations similar to those they will face in the job. The interview allows the selection panel to create a clear picture of the applicant's past knowledge, skills and experience as they relate to the functions and responsibilities of the job. The selection panel may use a number of methods in addition to the interview to assess the applicant's ability to perform a job. For example, applicants may also need to demonstrate competency on an item of plant or complete a problem-solving exercise.

It is a good idea to prepare for your interview. Some handy tips include:

- Think about the types of questions you might be asked at an interview and practise your answers out loud;
- Think about your strong points and major achievements;
- Think about how your knowledge, skills and experience relate to the requirements of this job

During the interview it is a good idea to:

- take your time – think about your answer;
- ask for clarification if you don't understand any of the questions;
- give relevant and complete information;
- describe what you were responsible for and what you achieved;

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- talk with confidence and in a positive manner;
 - give specific examples of your past work to support your answer
 - avoid exaggerating

Council will endeavour to meet any special requirements you may have to enable you to attend the interview, such as building access or communication assistance. Please inform the HR Officer of any requirements at the time you are invited to attend an interview. The Yorke Peninsula Council does not reimburse interview expenses.

Reference Checks

After the interviews have taken place, Council will contact the nominated referees of the preferred applicant(s). It is important that the referees you nominate can support the information you provided in relation to your work behaviour and performance and are aware that they may be contacted.

Pre-employment medical examination

In the interest of providing a safe and healthy workplace, our recruitment and selection process includes a pre-employment medical examination. The medical will be conducted at Council's expense.

Notification

If your application is successful, you will be telephoned and offered the position. A written offer including conditions of employment will then be forwarded by mail.

After an offer of employment has been made and accepted, all other applicants will be notified of the outcome by letter. This process is normally completed within two weeks of the interviews being conducted.

Further Information

For assistance, guidance or feedback in the preparation of your application, feel free to contact Council's HR Officer, Carina Congdon in person at the Maitland office, 8 Elizabeth Street, Maitland or by phone (08) 8832 0000.

Application Checklist

Your application **must include:**

- This completed application form;
- A copy of your full resume or curriculum vitae;
- Your statement addressing the selection criteria; and
- A covering letter (optional).

The Council

Council is very progressive, proactive, innovative and forward thinking and is proud of its achievement in becoming the first Council in the state to gain Quality Certification across its entire operation. The Yorke Peninsula Council covers an area of 5,834 square Km, is approximately 175km from north to south and an average width of 30Km, with 485Km of coastline.

The Council's population is estimated to be approximately 11,200, with in excess of 180,000 people enjoying the peninsula while en route to visit Innes National Park each year. Extensive development is currently taking place at Port Vincent, Stansbury, Point Turton and Marion Bay. This emphasizes the potential of the Yorke Peninsula.

The Area

South Australia's Yorke Peninsula is an easy 2 hour drive from Adelaide. The Peninsula is a draw card for boating, fishing, diving and swimming in the calm waters surrounding most of the peninsula, in addition, the hollow beach breaks and powerful reef set ups in the southwest corner are ideal for surfers. The Peninsula also caters for bushwalks, cliff top and shoreline rambles or just leisurely relaxing by the sea.



Yorke Peninsula Council

Application for Employment

POSITION NO: _____

POSITION APPLIED FOR: _____

PERSONAL DETAILS:

Surname: _____ Ms/Mrs/Miss/Mr

Given Names: _____

Home Address: _____ Postcode: _____

Postal Address _____ Postcode: _____

Contact Numbers: Home _____ Work _____

Mobile _____ Email _____

ADDITIONAL INFORMATION

Please indicate the basis on which you are eligible to work in Australia.

- Australian Citizen
- Permanent Resident
- On a Working Visa

Have you any known condition which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? Yes / No

If so, please give details _____

Where did you see this position advertised? _____

SELECTION CRITERIA

The position for which you have applied requires certain skills, knowledge and experience considered essential and desirable in performing the duties of the position. This selection criteria is listed in the position description and will be used to assess your application.

In addition to completing this application form, please ensure that you list each of the selection criteria and state how your experience, skills, qualifications and knowledge enable you to meet them, so that the selection committee can form an accurate opinion of your eligibility for the position.

- I have addressed the selection criteria as part of my application

DECLARATION

I declare that all the information supplied in this application and any attached documents are true and accurate, and I understand that if I provide any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be subsequently terminated at any time.

Signature _____

Thank you for your interest in applying for this position
'Equal Opportunity in Employment and Appointment on Merit are Council Policy'

Position Title	Executive Services Support Officer
Classification	Level 1-3 – dependent on skills and experience
People Leader	Chief Executive Officer
Division	Executive Services
Key Relationships	Corporate Management Team, Executive Services team

OUR COUNCIL

Economically Prosperous Peninsula | Community Connected through Infrastructure | Valued and Restored Environment | Community Engaged and Supported | Responsible Governance and Leadership

Vision - Prosperous, diverse and uniquely spectacular – Yorke Peninsula

Mission - We will foster a climate where Yorke Peninsula can thrive as a prosperous network of multi-generational communities. We will deliver services that enhances the Peninsula’s reputation as a vibrant, easily accessible coastal and food production region. We will celebrate and protect our unique and pristine environment. We will continue to support diversity of sustainable industry and lifestyles.

WE VALUE

Collaboration

We are one team, regardless of our role, location or length of service. We will get to know each other, work together, cooperate and use our collective skills to best serve the community.

Transparency

We practice consistent, open, and transparent communication and proactively capture and share knowledge with each other and across sites and departments without fear of retribution.

Integrity

We can be trusted to behave ethically and do the right thing each and every time. Integrity is doing what we say we will do, and calling out bad behaviours, even when it is uncomfortable.

Fairness

We treat each other with respect and kindness and are accountable for our own actions. Everyone has a fair opportunity to achieve equity and grow as we care for each other’s health and wellbeing (like family) and our behaviours and practices support this.

Purpose

Our community is our purpose and the forefront of all that we do. We take pride in providing a safe and inclusive place to live and visit.



Introduction

This position description offers an account of the general nature of the work that the Yorke Peninsula Council (Council) requires to be undertaken, including the type and range of skills, qualifications and experiences that we believe you should possess in order to competently undertake the duties. It is not an exhaustive list of responsibilities, criteria or outcomes as your role within Council is a dynamic one. We understand that people and positions change and develop over time, so this position description is considered a 'living document'; your active involvement in the evolution of this position is important.

Position Purpose

Contribute to the successful operations of Executive Services by providing high level administrative and project support to all areas, including the Office of the CEO and Mayor, Governance and Business Improvement and Internal Audit.

Key Responsibilities and Outcomes

- Deliver comprehensive confidential administrative support through the timely, efficient, effective performance of all duties.
- Provide word processing and document management.
- Assist with projects as requested.
- Draft and prepare correspondence, reports, presentations and other executive documents.
- Assist with the development of new documents.
- Assist with the maintenance of Council information including legislation, registers, policies, procedures and associated documents.
- Assist the Business Improvement Officer with internal audit.
- Assist with the planning and execution of various Council events as directed.
- Assist with the Governance employee induction process.
- Undertake electronic filing.
- Attend Committee and Council meetings and take minutes as required.
- Process payments within Authority.
- Exercise initiative, where no specific guidelines exist.
- Provide courteous, efficient and effective customer service.
- Perform other duties as directed and within scope of the position and classification.

Specialist Knowledge and Skills

- A sound understanding of computer concepts and application software as they relate to the area of responsibility.
- Strong written and verbal communication skills.
- Self motivated with the ability to think critically and identify opportunities for improvement.
- Practical research skills.
- Letter and report writing skills.
- Ability to manage time, plan and organise own work.

Experience and/or Qualifications

- Maintain relevant qualifications, licences, skills and competencies relevant to the role.
- Experience working within a busy administrative environment.
- Experience in composing documents, such as reports and briefing papers.
- General knowledge of the relevant provisions of the Local Government Act.

Training

- Undertake training as appropriate, to develop and maintain, qualifications, licenses, skills and competencies relevant to the role.
- Attendance at conferences, seminars, workshops and other training activities as deemed appropriate, to maintain an awareness of trends and issues and keep abreast of changes in legislation which may impact on Council's administration of procedures, policies and activities relevant to the role.

Organisational Relationships

- Responsible to the Executive Assistant to CEO and Mayor.
- Close working relationship with the Executive Services team.
- Liaises internally with all staff across Council as required.

Extent of Authority

- Works under direction with assistance being readily available.
- Scope for exercising initiative and judgement in the application of established work procedures. Officers may receive instruction on broader aspects of work.

Accountability

- The incumbent is required to comply with Council's Behavioural Standards Policy and the behavioural standards required under the Local Government Act 1999.
- An annual performance review will be carried out by the CEO and written confirmation of this review and any discussion points raised will be provided to the employee.
- The incumbent is accountable to the CEO for the performance of duties.
- The incumbent is responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval.

Performance Standards

- Confidential and sensitive information is to be handled in accordance with legislative requirements and with discretion and integrity.
- The incumbent is required to ensure that the integrity of confidential information gained during their employment is maintained permanently.
- Initiative demonstrated in problem-solving.
- Effective communication with internal and external customers.
- Accuracy of work and ability to meet deadlines.
- Prompt and effective response to telephone, e-mail, written and counter enquiries.
- Appropriate prioritisation and organisation of duties.
- Ability to work productively with other staff, Council members, other organisations and the community.
- The extent to which the employee is effective and efficient in the management, development and co-ordination of the resources under his/her control.

Quality and Continuous Improvement

- Contribute to the identification, development, implementation and evaluation of improvements to departmental and organisational policies and practices.
- Demonstrate quality and continuous improvement initiatives that meet/exceed strategic and departmental goals and objectives.
- Contribute to and facilitate a continuous learning philosophy through learning, maintaining qualifications and applying new skills and competencies.

Records Management

- Employees are responsible and accountable for adequately managing the Council records they create and receive according to legislative requirements and Council policies and practices.
- Ensure corporate records are captured and stored on Council’s Electronic Document and Records Management System (EDRMS) and not on personal storage devices/hardware.
- Ensure records are not damaged or destroyed unless permission has been obtained from the Records Management section in consultation with State Records.

Work Health and Safety Responsibilities

- Observe and comply with all WHS legislation, codes of practice, policies and supporting documentation.
- Take all reasonable steps to ensure own personal safety and that of others is not put at risk through any act or omission.
- Use safety devices and personal protective equipment correctly.
- Obey all instructions from the CEO issued to protect own personal health and safety and that of others.
- Ensure appropriate instruction and training has been received prior to performing any task.
- Report any identified hazards, incidents, near misses or injuries which arise in the course of work in accordance with Council policy.
- Take such action, within competency and responsibility, to report or make recommendation as deemed necessary, to avoid, eliminate or minimise hazards.
- Ensure that reasonable steps are taken when procuring goods on behalf of Council including undertaking pre purchase risk assessments, risk assessments updated and any other compliance requirements relating to goods, services, plant and hazardous chemicals in line with procedural requirements.
- Keep work areas in a safe condition.
- Not to endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug.
- Not to interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.
- Elect WHS Representatives.
- Fulfill individual requirements to meet any documented WHS objectives arising from performance and development reviews.
- Support and use appropriate consultative structures.
- Contribute to a “safety first” culture.

Risk Management Responsibilities

- To actively contribute to and comply with Council’s Risk Management policies and practices.
- Ensure that all operational activities are conducted in an environment where risk is identified and assessed, and action plans are in place to remove or control and manage the risk.

Occupant:

Date Appointed:

Occupant signature:

Date:

Approved by:

Chief Executive Officer

No. of Sheets: 6

Supervisor:

EA to CEO and Mayor

Supervisor signature:

Date:

SELECTION CRITERIA

(These criteria must be addressed when applying for this position)

ESSENTIAL CRITERIA

1. High level of discretion and ability to maintain strict confidentiality.
2. Well-developed organisational and administrative skills in a similar environment, including the ability to prioritise, plan and organise tasks to achieve desired results whilst working under pressure.
3. Well-developed computing skills, particularly in the use of Microsoft Office suite of software.
4. Ability to communicate, negotiate and build constructive working relationships with staff and stakeholders at all levels.
5. Ability to be self-motivated, exercise initiative and judgement and contribute as an effective team member.
6. Well-developed level of interpersonal, written and verbal communication skills.
7. Demonstrated understanding of the principles of customer service and the demonstrated ability to apply these principles.
8. Current Class C Drivers Licence.

DESIRABLE CRITERIA

1. Practical research skills.
2. Experience in Local Government.
3. Experience in policy development.
4. Current Working with Children Check and associated training.
5. Current basic first aid certificate.

SPECIAL REQUIREMENTS

1. Successful applicants will be required to:
 - prove their eligibility to work in Australia;
 - undertake and maintain a National Police Clearance Certificate; and
 - undergo a pre-placement medical assessment prior to finalisation of selection.
2. The qualifications, skills and experience outlined in this position description are ideals to which occupants will aspire.