



## GOLDFIELDS LIBRARY CORPORATION

### POSITION DESCRIPTION

**POSITION TITLE:** Executive Assistant and Administration

**CLASSIFICATION:** Band 4

**TENURE:** Ongoing

*Note: A current Working with Children check is a condition of employment, and a criminal history check will be conducted prior to commencement.*

The Goldfields Libraries service the Council areas of Greater Bendigo, Mount Alexander, Macedon Ranges and Loddon. We serve a population of almost 180,000 people with the eLibrary, 9 library branches, and 8 library agencies. We are privileged to serve these diverse communities across 13,000km<sup>2</sup> of Central Victoria.

The Library Plan 2021-2025 describes our priorities and values which are aligned to those of our member councils and the regional partnership.

#### **Our Priorities:**

**Children and Young People** - supporting childhood and adolescent development.

**Lifelong Learning** - encouraging learning at any age or stage.

**Safety and Inclusion** - a welcoming and accessible service.

**A Sustainable Future** - playing our part in action against climate change.

**An Informed Community** - an engaged, creative, informed community.

**Connecting People** - providing opportunity for connection both digital and physical.

**Respecting First Nations Peoples and Cultures** - celebrating our nation's first cultures.

**A Learning Organisation** - learning and growing with our community.

#### **Our Values:**

**Inclusion and safety** – We engage our communities in open, meaningful dialogue that will inform library practice and create an environment that is inclusive and safe.

**Curiosity and inquiry** - we explore new ideas with our communities, consider fresh perspectives and seek to innovate.

**Collaboration and cooperation** – We respect each other, share ideas and look for partnership opportunities that add value to our communities.

## **POSITION SUMMARY**

The Administration and Executive Assistant is responsible for providing professional administrative support to the CEO and Leadership Team of GLC. They will contribute to the smooth operation of the Regional Team in its support of library services across all four of our member municipalities.

## **POSITION RESPONSIBILITIES**

### **Executive Support**

- Schedule and coordinate meetings for the CEO and Leadership Team using Outlook and Teams.
- Support the CEO by planning ahead and anticipating the timely provision of documents, task reminders, and travel arrangements.
- Provide administrative support to the CEO and Leadership Team in the creation, editing and dissemination of documents.
- Maintain an excellent standard of filing and record management both electronically and in hard copy.
- Arrange travel, excursions, events and activities as needed.
- Provide general administrative assistance to the Executive Team as required.

### **Finance**

- Generate reports from the finance system, Finance 1.
- Collate and submit accounts payable and receivable for the Corporation.
- Provide assistance to staff with the creation of purchase orders.
- Coordinate regional purchasing of minor equipment, stationery and other items.
- Using a GLC credit card purchase items within delegated financial limits.
- Coordinate the use of MYKI cards across the Corporation and ensure suitable balances are maintained.
- Reimburse staff for petty cash in accordance with policy.
- Assist Library Managers to reconcile and maintain petty cash floats.

### **Administrative**

- Provide support at Board meetings, Leadership Team meetings, Regional meetings, Managers and Coordinators meetings and others as required.
- Support may include, but is not limited to, scheduling meetings, setting up meeting rooms, arranging catering, calling for agenda items, preparing and distributing agendas and associated papers, preparing and distributing minutes.

### **Contribute to the team**

- Show a courteous, positive, service-focused attitude to library clients, to colleagues at all levels, and about your work.
- Contribute to keeping service and workroom areas neat and tidy, and provide a welcoming environment for both library clients and staff.
- Provide information that will assist with the collation of reports, statistics and planning upon request.
- Actively contribute to a positive team environment by participating in planning, staff meetings and attendance at training.
- Work in alignment with the Goldfields Libraries Code of Conduct, and all policies and procedures.
- Take part in the annual work planning and review process, and relevant professional development activities.

## **REPORTING LINE**

Reports to:	CEO
Direct Reports	None
Collaborative Relationships:	Leadership Team, Regional Team
External Relationships	Council staff

## PHYSICAL REQUIREMENTS OF THE ROLE

The physical requirements of the position are outlined below:

<b>Physical Demands (Movement)</b>	<b>Never (0%)</b>	<b>Occasionally (1-33%)</b>	<b>Often (34-66%)</b>	<b>Constantly (67-100%)</b>
Stand		✓		
Walk		✓		
Change Posture (e.g. change from sitting to standing)		✓		
Use stairs		✓		
Bend or Twist the Back		✓		
Movement of Neck		✓		
Climb (e.g. ladders)	✓			
Crawling		✓		
Kneeling or Squatting		✓		
Handling or Feeling Objects		✓		
Repetitive Movements of the Hands/Arms				✓
<b>Physical Demands (Strength)</b>	<b>Never (0%)</b>	<b>Occasionally (1-33%)</b>	<b>Often (34-66%)</b>	<b>Constantly (67-100%)</b>
Lift from Floor Height: usually 7kg but up to 11kg		✓		
Lift from Waist Height: usually 7kg but up to 11kg		✓		
Lift above Shoulder Height: usually 1kg but up to 5kg		✓		
Carry Loads: usually 7kg but up to 11kg		✓		
Push/Pull Loads: usually 21kg but up to 33kg		✓		
Lift/Carry Awkward Sized Loads		✓		
Reach for Objects		✓		
Work with Arms Above Shoulder Height		✓		
<b>Physical Demands (Vision)</b>	<b>Never (0%)</b>	<b>Occasionally (1-33%)</b>	<b>Often (34-66%)</b>	<b>Constantly (67-100%)</b>
Computer / Visual Display Unit Use (including typing duties)				✓
Reading				✓
<b>Physical Demands (Auditory)</b>	<b>Never (0%)</b>	<b>Occasionally (1-33%)</b>	<b>Often (34-66%)</b>	<b>Constantly (67-100%)</b>
Speak				✓
Listen				✓
Use of Telephone		✓		
<b>Equipment Use</b>	<b>Never (0%)</b>	<b>Occasionally (1-33%)</b>	<b>Often (34-66%)</b>	<b>Constantly (67-100%)</b>
Drive Standard Vehicle (Cars/Van)		✓		
Use of Office Equipment (Computer, Projector, Telephone)				✓

## **HEALTH AND SAFETY**

Goldfields Libraries is committed to providing a safe and healthy environment for its employees, contractors, clients and users. We are dedicated to continually improving health and safety performance with an overall objective to eliminate or reduce risk. All employees are expected to work within H&S policies and procedures, report incidents and hazards and participate in professional development and training.

## **RISK MANAGEMENT**

The GLC has a whole-of-organisation approach to risk planning and management. All staff must adhere to the GLC's Risk Management Policy and Framework and take responsibility for identifying, managing and reducing risks. All staff must report identified hazards that may pose a risk to employees or library users, and/or may give rise to an insurance claim.

## **EQUAL OPPORTUNITY**

Goldfields Libraries values the diversity of our community, patrons, staff and volunteers. We actively seek to provide services that are accessible and inclusive. Goldfields Libraries does not tolerate any form of discrimination, sexual harassment or victimisation. Goldfields Libraries commitment to Equal Opportunity is outlined in our Code of Conduct.

## **CHILD SAFE ORGANISATION**

Goldfields Libraries is a child safe organisation and is committed to the eleven Child Safe Standards required under the Child Safety and Wellbeing Act. The safety, participation and empowerment of all children is embedded in our policies and work practices.

## **AWARD CLASSIFICATION**

This Position Description has been classified in accordance with your Enterprise Agreement, including Part B of that agreement, the (former) Victorian Local Authorities Award 2001.

### **Accountability and Extent of Authority**

- Thorough understanding of Corporation policies and guidelines, and be able to make well informed decisions and actions under guidance.
- At times supervise work experience students, volunteers or other employees, under the direction of their Manager.

### **Judgement and Decision Making**

- Refer to the CEO, or Corporation policies and procedures when requiring guidance on processes and decision making.

### **Specialist Knowledge and Skills**

- Have a good understanding of the relevant technology, procedures and processes used within the organisation.
- Have a high understanding of personal work goals and how they link to the goals of the wider Corporation.

### **Management Skills**

- Have knowledge of the duties of Regional Team members and to direct enquiries to the appropriate team member.
- Be able to apply time management skills to work objectives and organise their time and projects with little direction.

### **People Skills**

- Gain co-operation and assistance from stakeholders in relation to their activities within our Corporation.
- Gain co-operation and assistance from colleagues with regard to specific activities or projects outlined in the incumbent's work plan.
- Have excellent written communication skills and, if required, write and present reports and other correspondence.

**Qualifications and Experience**

- Have achieved a post-secondary qualification (below diploma or degree) relevant to the position, or significant on-the-job training which has skills and knowledge learned commensurate with the requirements of the Band.

**KEY SELECTION CRITERIA**

- Experience in support of an executive staff member in diary management, meetings, and general personal assistant duties.
- Proficiency in the use of information technology and in particular the Microsoft applications Outlook, Word and Excel and Teams.
- Experience in working with petty cash, processing accounts receivables and payables.
- Demonstrated ability to work effectively in a team environment.
- Excellent interpersonal and communication skills including the ability to show discretion, tact and uphold confidentiality.
- Experience in maintaining an excellent standard of electronic and hard copy filing systems.

I have read the Position Description and understand and agree to all requirements within:

This position has been approved by:

**Name of Incumbent:**

**Name of Approver:**

**Signature:**

**Signature:**

**Date:**

**Date:**

# Goldfields Libraries – Organisational Chart

