

# Executive Officer

|                       |                                              |
|-----------------------|----------------------------------------------|
| <b>Division</b>       | Community, Planning and Environment          |
| <b>Group</b>          | Community, Planning and Environment          |
| <b>Section</b>        | Community, Planning and Environment          |
| <b>Reports to</b>     | Director Community, Planning and Environment |
| <b>Direct reports</b> | 1-4                                          |
| <b>Grade</b>          | G                                            |

## Position Purpose

Manage the operational functions of the Director's office, ensuring the delivery of accurate, efficient, and high-level executive administrative and project support to the Director, Group Managers, and the Division. Acting as a key central point of contact, the position supports the divisional leadership team, facilitates coordination across the division and broader organisation, and leads, manages and/or supports the Divisional administrative team, where applicable.

## Core Functions

- Provide executive support to the Director, including managing calendars and schedules, and the overall coordination of priorities and deadlines for the Director's office and Division.
- Prepare, review, and finalise executive business papers, Council reporting, general correspondence, policy and procedure development (as required) and other Director office reporting requirements within required timeframes.
- Support Divisional business planning initiatives, performance measures and reporting, and the preparation and monitoring of the Director's office budget as required.
- Proofread, ensure accuracy and quality control of correspondence and documents from within the Division requiring Director approval.
- Develop and manage the Director's communication strategy, including drafting Divisional communications and preparing Director's presentations.
- Coordinate Director-led meetings and initiatives, including agendas, minutes, and follow-up on action items.
- Lead the coordination of Divisional initiatives, events, and activities, and coordinate the Division's input into organisational projects on behalf of the Director, ensuring priorities are delivered within required timeframes. Undertake project and program assignments as delegated by the Director.
- Lead and supervise the Administration team to ensure the delivery of quality administrative services, including assessing and approving timesheets, leave and flexible working applications, monitoring work and service delivery, compliance with WHS, procurement and other organisational requirements.
- Undertake performance management processes, including conducting competency assessments and performance appraisals, setting clear goals, identifying and offering development opportunities and addressing performance issues in a timely and effective way.
- Collaborate with Divisional staff and Executive support teams to maintain high professional standards in processes, documents, and correspondence including responses to Councillor and customer enquiries.
- Manage Divisional delegations, records and ensure compliance with Council policies and legislation.
- Liaise with internal and external stakeholders, including elected officials, government bodies, businesses, and the community.

- With the support of the administration team, arrange travel bookings and minor purchasing for the Division's leadership team as required.
- Any other related duties as directed, within the skills and scope of the role.

## Essential requirements

- Minimum Certificate IV level qualifications in Business Administration, Business Degree or equivalent combination of qualifications and experience.
- Demonstrated experience providing high-level support to Senior Executives and/or a Board/Council in a dynamic environment, including experience supervising staff.
- Exceptional organisational, problem-solving, and time management skills, with the ability to manage competing priorities, teams, and Executive demands effectively.
- Demonstrated initiative and the ability to build and maintain positive relationships with internal and external stakeholders.
- Outstanding communication skills, both written and verbal, tailored to suit diverse audiences.
- Proficiency in Microsoft Office applications (Word, PowerPoint, Excel) at an intermediate to advanced level, as well as experience with tools such as Monday.com and document management systems.
- Strong understanding of governance processes within local government or similar legislated environments.
- Proven ability to handle sensitive information and maintain strict confidentiality.
- Experience in effectively contributing to business operations during change initiatives.
- Project management experience and/or skills.
- Current NSW Class C Driver Licence.

## Our values

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values-based behaviours will form the basis for individual employee performance assessments.

# We value

## People

We respect all our people in their diversity, keep them safe and empower them to achieve their potential.

### To live this value we:

- Seek to understand one another and our differences.
- Work in a safe manner and prioritise the safety of others.
- Support others when they need help or encouragement.
- Recognise the contributions and achievements of others.

## Service to our community

We take pride in our meaningful work – serving all who live and work in and visit our community.

### To live this value we:

- Put the community at the centre of everything we do.
- Treat everyone with the utmost respect.
- Act with patience and understanding.
- Are purposeful in building a better community.

## Excellence

We have high standards and work with diligence and integrity, mindful of the impact of our actions.

### To live this value we:

- Work and lead by example.
- Take responsibility for the quality of our work.
- Follow the law, rules, policies, guidelines, and the Code of Conduct.
- Constantly improve us, our work and our community.

## Respectful and open communication

We engage with everyone thoughtfully and honestly.

### To live this value we:

- Are truthful in all our interactions.
- Consider how our communication might affect others.
- Share information that might be useful or important to others.
- Listen to others with an open mind and ask questions when we don't understand

## Working together as one

We collaborate and work together in our teams and across teams – united and connected.

### To live this value we:

- Support our colleagues to help them succeed.
- Contribute to the success of our team.
- Collaborate with other teams and with stakeholders to achieve the best results.
- Support the organisation to achieve its goals.

## Corporate responsibilities

### Risk



- Actively identify and manage risks to support the safety of yourself and others, and safeguard Council's assets, reputation, and operations.
- Promptly report any new risks, incidents, or concerns to your manager.
- Conduct risk assessments diligently and responsibly, following Council's policies and procedures.

### Conduct



- Comply with Council's code of conduct, policies and procedures.
- Undertake duties within allocated delegations.
- Identify and report any potential discriminatory or inappropriate behaviours.
- Attend and actively participate in training programs.
- Work collaboratively fostering a positive workplace culture.

### Health, safety & wellbeing



- Take reasonable care for our own health and safety.
- Take reasonable care that our acts or omissions do not adversely affect or risk the health and safety of other workers.
- Comply, so far as reasonably able, with any reasonable instruction given to allow compliance with WHS legislation.
- Understand and comply with our policies and procedures relating to health and safety in the workplace.
- Immediately report all safety incidents and enter them into the Safety Reporting System.
- Our supervisors induct new workers on safety policies and procedures relevant to the role and site.

## Document endorsement

**People, Safety & Performance**  
HR Business Partner

**Name**  
Lauren Mudie

**Date**  
28/07/2026

**Director**  
Community, Planning and Environment

**Name**  
Duncan Coulton (Acting)

**Date**  
29/07/2026

I have read and understand the contents of the position description and acknowledge that this is intended to be a general description only which may evolve and change over time in response to changing strategic and operational requirements.

I will comply with all responsibilities and behaviours and undertake the core functions of the role as described noting that this is not intended to be interpreted as an all-inclusive list of the position tasks.

**Employee name**

**Employee signature**

**Date**