

Position Description

Position Title	Executive Assistant & Project Support Officer
Position Number	FCSE01
Directorate	Corporate Services
Reports to	Director Corporate Services
Classification	Inside Workforce Agreement – Level 7

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 254,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

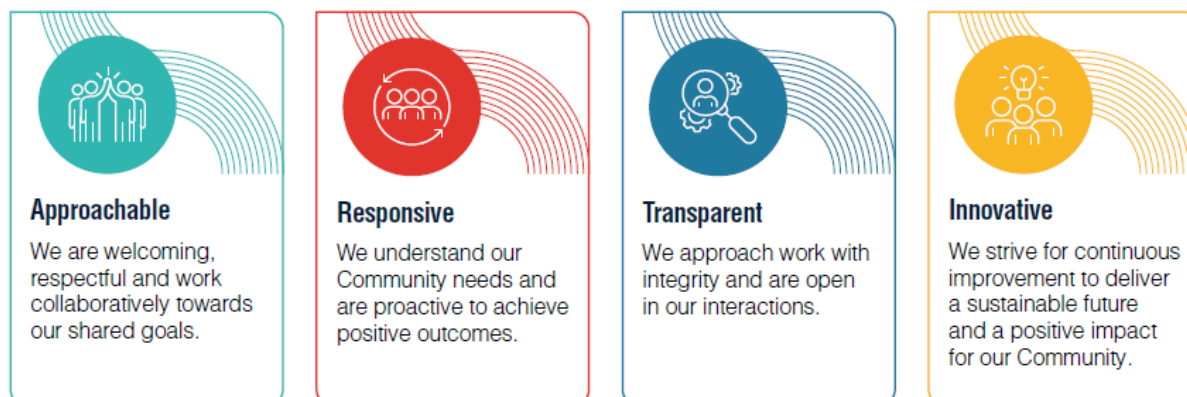
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

The Executive Assistant & Project Support Officer reports to the Director Corporate Services (Director).

Directorate Objectives

The City's Corporate Services Directorate comprises of the following four Business Units:

Corporate Information Services	To manage the City's Information and Communication Technology.
Finance Services	To manage the City's finances prudently to maintain the City's financial wellbeing and achieve value for money in the City's purchasing and procurement.
Human Resources	To provide a range of operational, advisory and strategic human resource services and programs which enable the City to attract, develop and retain employees to support the City in meeting its vision and mission.
Property & Commercial Services	To provide a comprehensive Land Administration function for the organisation, overseeing the City's interests in land under its management and control as well as protecting the City's interests over other Land within the City.

Position Overview

The Executive Assistant & Project Support Officer to the Director is a crucial position within the Corporate Services Directorate, providing high-level and proactive support in alignment with the City's values.

The position collaborates across all levels of the organisation and provides a key liaison role with the CEO, Executive Management Team, Business Unit Managers, Mayor, Elected Members, employees and external stakeholders. As the primary point of contact on all matters relating to the Director, this dynamic position demonstrates exceptional communication skills, initiative and discretion, and a strong commitment to maintaining confidentiality.

The position provides strategic and operational support to the Director, enabling the Directorate to deliver its key goals and objectives.

With a customer-centric approach, the Executive Assistant & Project Support Officer to the Director ensures excellence in service delivery internally and externally.

Position Objectives

Executive Business

- Undertake research and draft written communications, correspondence, briefing notes and reports for, or on behalf of the Director.
- Proactively manage the Director's dynamic schedule, including forward planning and coordination of commitments, to optimise time management and organisational effectiveness.
- Ensure timely communication with the Director regarding critical matters, collaborating closely with the Business Unit Managers and other Senior City Officers.
- Provide oversight and coordination of Directorate Request Management System cases, for and on behalf of the Director.
- Undertake and assist with the implementation of special projects aligned with the functions carried out by the Corporate Services Directorate, as identified by the Director.

Directorate Support

- Deliver strategic and proactive support to the Director, handling confidential and sensitive matters with appropriate discretion.
- Support the programming and review of the Directorate planning and delivery cycles.
- Implement Directorate Communications in accordance with the Directorate Communications Plan.
- Coordinate whole-of-Directorate events such as employee briefings, functions and meetings (internal and external).
- Work closely and collaboratively with internal and external stakeholders to ensure effective delivery of the objectives of the Directorate.
- Ensure Corporate Services Directorate Administration compliance with the City's Customer Service Charter, State and Corporate record-keeping requirements.
- Manage Corporate Services Directorate Administration meetings and workshops, including quarterly and annual reviews with Business Unit Managers, transcription of notes, minutes, and actions as required, and maintenance of the action/resolution register.
- Proactively review Corporate Services administration and broader corporate processes with a focus on continuous administrative improvement.
- Ensure the Director and Business Unit Managers comply with all legislative obligations relating to declarations for Council meetings, gift disclosures, travel and annual returns.

- Establish excellent working relationships with all employees, Elected Members, external stakeholders and contractors and contribute to the development of effective processes, management practices and policies.
- Prepare notes, presentations, reports and general communications for the Director and the Directorate Leadership Team as directed by the Director.
- Extrapolate, interpret, analyse and evaluate data to assist in the performance of the Directorate.

Project Support

- Coordinate the implementation of specific actions and resolutions arising from Corporate Services Directorate Administration meetings, on behalf of the Director.
- Assist with the preparation of Integrated Planning and Budgeting information and service planning activities, as required.
- Represent Corporate Services Directorate Administration on nominated committees and working groups.

Administrative Support

- Manage incoming calls, emails and correspondence, determining priorities and the appropriate course of action while exercising judgement to reflect the Director's preferences and align with City policies and management practices.
- Provide proactive administrative and business support to the Chief Technology Officer.
- Coordinate all travel, accommodation and itineraries (including conference registrations, travel allowance allocations, acquittals and declarations) for the Director and Chief Technology Officer.
- Maintain the Corporate Services Directorate Administration SharePoint page.

Stakeholder Management

- Act as the Director's principal contact point for external stakeholders and liaise with key stakeholders in consultation with the Corporate Services Directorate.
- Provide a key liaison role between the Director, CEO, Executive Team, Mayor, Elected Members and employees. This includes researching information, managing briefing materials, distributing work, relaying instructions, and organising meetings and appointments.
- Work closely with the Executive Assistant to the CEO, the Executive Assistant to the Mayor and other Directorate Executive Assistants to enhance these critical partnerships and relationships.
- Provide courteous and professional service to internal and external stakeholders of Corporate Services Directorate Administration, liaising with a wide range of clients, residents, and the general public directly and promptly with judgement, sensitivity and discretion.

- Participate in the development and implementation of work practices for Corporate Services Directorate Administration that ensure the highest level of customer service.

Finance

- Assist in managing the Corporate Services Directorate Administration budget including raising purchase orders and payment of accounts for the Director in accordance with the City's Procurement Policy and within budgetary limits.
- Manage the Director's expenses and charges including reconciling monthly accounts, facilitating reimbursement of charges where required.

Corporate Responsibilities

- Contribute to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Take responsibility for and actively promote the importance of the City's Risk Management processes, encouraging others to apply them and achieve positive outcomes throughout their work.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Tertiary qualification or substantial experience in a similar role in a corporate environment.	Essential
Knowledge, Skills, Experience & Abilities	
Exceptional organisational skills and attention to detail.	Essential
Demonstrated ability to work under pressure and proactively manage competing priorities to meet deadlines while maintaining a high level of accuracy and quality.	Essential
Excellent interpersonal, influencing and stakeholder management skills, including tact and diplomacy, with the ability to build effective working relationships across all levels of the organisation and with external stakeholders.	Essential
Advanced written and verbal communication skills, including demonstrated experience in research, briefing note preparation, report writing and presentation development.	Essential

Demonstrated research, analytical and problem-solving skills, including the ability to gather information, identify issues, assess options and support informed decision-making.	Essential
Demonstrated project coordination and management skills, including the ability to monitor actions, track deliverables and support the implementation of strategic and organisational initiatives.	Essential
Experience supporting the development, implementation and monitoring of strategic plans, projects and organisational initiatives.	Essential
Ability to work with limited direction, prioritise competing demands, determine appropriate courses of action and exercise sound judgement in accordance with organisational policies and the Director's expectations.	Essential
Technical proficiency and problem-solving skills relating to Microsoft Office, information and communication technology and organisational systems, together with the ability to adapt to emerging technologies and changing business requirements.	Essential
Ability to exercise judgement, discretion and integrity when dealing with confidential, sensitive and politically complex matters.	Essential
Demonstrated commitment to customer service, continuous improvement and the delivery of high-quality outcomes.	Essential
Experience in budget management, procurement processes and financial reconciliations.	Desirable
Significant executive support experience within a complex organisational environment.	Desirable
Experience working within local government or a comparable public sector environment.	Desirable
Knowledge of local government governance, legislative and administrative frameworks.	Desirable

Other	
National Police Clearance (under 3 months).	Essential

Office use only

Position Creation Date	Date	8 June 2026	Officer	Director Corporate Services
Last reviewed/Modified	Date	Click or tap to enter a date.	Officer	