



METROPOLITAN  
CEMETERIES BOARD



## JOB DESCRIPTION FORM

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**Metropolitan Cemeteries Board  
KEX003 Executive Assistant**

### POSITION DETAILS

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|-----------------------------|---------------------------------------------------------------------------|
| <b>Classification/Level</b> | <b>Level 3</b>                                                            |
| <b>Award/Agreement</b>      | <b>Public Service and Government Officers'<br/>General Agreement 2014</b> |
| <b>Org Unit</b>             | <b>Executive</b>                                                          |
| <b>Physical Location</b>    | <b>Karrakatta</b>                                                         |

### REPORTING RELATIONSHIPS

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**Number of positions Supervised: 0**

#### SUPERVISOR

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|-----------------------------|--------------------------------|
| <b>Position Number</b>      | <b>KEX001</b>                  |
| <b>Position Title</b>       | <b>Chief Executive Officer</b> |
| <b>Classification/Level</b> | <b>Band 4</b>                  |

### KEY WORK DESCRIPTION

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*This section provides a brief summary of the key functions of the position*

This job maintains a customer focus in line with the board's Customer Service Charter. It provides administrative and secretarial support to the Chief Executive Officer, the MCB Board, Directors and senior members of staff as appropriate.

### ORGANISATIONAL CONTEXT

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*This section provides a synopsis of the Organisation and its goals*

The Metropolitan Cemeteries Board (MCB) was created on 1 October 1988 to manage cemeteries in the Perth metropolitan area. The MCB is a fully self-supporting statutory authority within the Western Australian Public Sector. The MCB reports to the Minister for Local Government; Heritage; Culture and the Arts. Revenue is raised from the fees and charges for the services and products provided at the MCB's cemeteries. Revenue raised is allocated for the provision of current and future operations and the development of facilities.

The Board of the MCB consists of a Chairman, Deputy Chairman and five members, all appointed by the Governor in Council and responsible to the Minister for Local Government; Heritage; Culture and the Arts.

Through the Chief Executive Officer, the MCB manages six cemeteries and memorial garden sites around Perth: Karrakatta, Pinnaroo Valley Memorial Park, Fremantle, Midland, Guildford and Rockingham Regional Memorial Park. The MCB also participates in the management of East Rockingham Pioneer Cemetery.

## **WORK DESCRIPTION**

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*This section outlines the results and outcomes required of an individual in this position*

### **ORGANISATIONAL DUTIES**

- Participates as required in the development and implementation of the MCB's Operational Plans and other corporate initiatives.
- Participates as required in the development and implementation of appropriate work team plans.
- Establishes and maintains effective working relationships with peers and colleagues to achieve team and Division operational objectives.
- Participates in the MCB's performance management system.
- Undertakes all duties consistent with EEO, safety and health legislative requirements.
- Performs all aspects of the role honestly and in accordance with the MCB's Code of Conduct and its values of Compassion, Respect, Understanding and Integrity.
- Participates on relevant internal and/or external committees and and/or working parties.
- Other duties as directed, according to organisational needs.

### **CUSTOMER AND STAKEHOLDER MANAGEMENT AND LIAISON**

- Provides excellent customer service, in line with MCB's Customer Service Charter.

### **ADMINISTRATIVE AND SECRETARIAL SUPPORT DUTIES**

- Provide administrative and secretarial support to the Chief Executive Officer, the MCB Board, Directors and senior members of staff as required.
- Receives and screens incoming telephone calls for the Chief Executive Officer and attends to enquiries as required.
- Assists in maintaining the Chief Executive Officer's diary, arranging appointments and scheduling meetings as required.
- Organises corporate calendars for the Board and Corporate Executive.
- Prepares routine travel proposals and arranges travel, accommodation, itineraries, and conference and seminar bookings for Board members, Corporate Executive and other staff as required.
- Collects, tracks, files and prepares routine correspondence and documents for the Chief Executive Officer on a daily basis.
- Assists with the arrangements for meetings, workshops, functions and events on behalf of the Chief Executive Officer, Board and Directors, and organises catering as required.
- Coordinates and consolidates agendas and papers for the Board, Committees, Corporate Executive, Directors and other meetings as directed.
- Takes and produces minutes and Actions Arising from meetings as required.
- Liaises with the Board, individual Board members and senior staff members as required.
- Undertakes administrative research projects as required.

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- Collates and organises papers and material for Directors, Corporate Executive and other senior staff as required. .
- Adheres to all aspects of the record keeping plan.

### **CORPORATE STRATEGY**

- Provides administrative assistance in the preparation of the strategic and business plans.
- Assists with auditor data input, and the setting up and running of risk management reports in preparation for risk and strategic plan dashboard reports.
- Maintains the corporate calendar to ensure timelines are met in the business cycle and for statutory reporting in compliance with Government and legislative requirements.

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## **WORK RELATED REQUIREMENTS**

### **ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS**

*In the context of this position, able to demonstrate:*

- Experience in providing administrative and secretarial support at a senior executive level.
- Effective communication and interpersonal skills, with the ability to relate to internal and external clients at all levels.
- Well developed organizational and time management skills with the ability to set and meet work priorities, work under pressure and meet deadlines.
- Sound written communication skills, including the ability to take minutes and prepare a broad range of documents.
- Ability to use initiative and deal with confidential issues in a discreet and sensitive manner.
- Sound research, analytical and problem solving skills.
- Experience in organising functions and making travel arrangements for senior managers or senior executive officers.
- Commitment to ethical decision making.

### **DESIRABLE**

- Experience in reading and understanding relevant legislation, policies and procedures.

## **ESSENTIAL PRE\_EMPLOYMENT REQUIREMENTS**

'Australian Permanent Residency' status is a minimum requirement for permanent appointments to the WA Public Sector.

A 100 point identification check will be conducted by the MCB prior to recommendation for appointment.

The recommended applicant will need to provide a National Police Clearance prior to appointment that is less than six months old.

## **CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Signature:   
Chief Executive Officer

Date: 16 June 2017

Signature:   
Manager Human Resource and Organisational Development

Date: 14 June 2017