

Message from the CEO

"I am honored to lead the Municipal Association of Victoria (MAV) on the transformative journey ahead as we work to realise the aspirations outlined in our new MAV Strategic Plan for 2024- 2027.

Our vision is to be a nation leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design and advocacy impact.

Our purpose is to enable action that supports Victorian councils to create cities and regions, towns and communities that are thriving, inclusive and resilient.

The MAV has positioned itself at the forefront to lead the local government sector, embracing the leadership challenge presented by unprecedented technological, economic, environmental, and social changes. Our commitment is unwavering as we strategically lead and strengthen councils, serving as the authoritative voice for the Victorian local government Sector.

Our new team will seek and embrace opportunities for growth aligned to the perspectives of our stakeholders and ensure that our strategic direction is not only visionary but also deeply rooted in the needs and aspirations of those we serve.

The heart of our strength lies in the knowledge and expertise of councils in every region of Victoria. Together, we will build resilience, address climate change, and create a future where all our communities thrive.

I look forward to the shared achievements and successes that await us."

Kelly Grigsby

CEO, Municipal Association of Victoria

Position Snapshot

Our vision is to be a nation-leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design, and advocacy impact. Our purpose is to mobilise action that supports Victorian councils to create cities, regions, and towns that are thriving, resilient, and inclusive communities.

The leadership challenge and opportunity of rising to the unprecedented technological, economic, environmental, and social changes in the 21st century is becoming critical for local governments; and this is why the role of the MAV is so important now and into the future. At the MAV we are committed to working collaboratively with councils to achieve just and sustainable growth and to prepare for the future and the uncertainty it brings.

The Executive Assistant (EA) position is a critical support role within the MAV. Working closely with the Directors and Managers in the Strategic Foresight & Partnerships and Community & Sector Development Units, this position supports the unit to achieve its strategic objectives by providing high level executive and confidential administrative support.

The EA oversees the coordination and completion of administrative functions, correspondence, small projects, and communications for the Units. This position is responsible for liaison with internal and external stakeholders, including being the primary point of contact for internal and external stakeholders including member councils, partner organisations and State Government bodies on matters relating to the Strategic Foresight & Partnerships and Community & Sector Development units. Much of this work is of a highly confidential nature and it is essential that confidentiality be maintained, and internal and external parties feel assured of the discretion of the EA.

As an EA, you will be required to provide core administrative support including general diary and email management, management of correspondence to Directors, fielding queries and requests for meetings, engagements, media enquiries etc. This position will also provide support to Committees, organisation of events within Strategic Foresight & Partnerships and Community & Sector Development Units. To be successful, the EA will require broad knowledge of the Units and the wider organisation, assisting the Directors in problem solving and input into policy and process development where required.

This position will also work closely with the Executive Assistant group, supporting activities and initiatives across the various units of the organisation. These roles are critical to the effective running of the MAV and need to be able to work as a team to support each other and key staff.

Your Sphere of Influence and Key Relationships

Reports to Director Strategic Foresight & Partnerships, with a dotted reporting line to the Director Community & Sector Development and Head of Sector Services.

Internal
MAV Board
MAV Delegates
Executive Team
Senior Leadership Team
MAV Staff

External
Federal and State Politicians
Government Agencies and Authorities (State and Federal)
Local Government Bodies and Professional Associations
Business and Community Leaders
Council Committees
Council representatives/MAV Members
Service Providers and Consultants

KPIs 2024 – 2025

Your First 12 Months

To be successful in your first 12 months you will need to focus on and move forward with the following key priorities:

- You have established your position as a critical support role within the MAV, and strong working relationships with the Directors and Managers in the Strategic Foresight & Partnerships and Community & Sector Development Units. enable the delivery of key actions and initiatives, supporting the delivery of the MAV's strategic plan.
- You have connected with key internal and external stakeholders and key contacts to further develop relationships and the delivery of your key actions and initiatives.
- You have engaged with MAV colleagues to develop trusted and beneficial relationships, supporting the delivery of the MAV's strategic plan. This will be achieved through cross organisational partnerships and programs to bring the MAV's values and vision to life.
- There is evidence within the MAV that things are changing for the better.
- A sound awareness of the MAV, and, the challenges and the opportunities associated with the MAV's operation.

Vision for MAV 2027

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focused on the vision.

Your Personal Attributes

Key Competencies

Innovator – You strive to generate innovative solutions and find new ways to tackle problems and seize opportunities. You are proactive, always taking prompt action to accomplish objectives and going above and beyond to achieve goals.

Communicator – You focus on developing and leveraging collaborative relationships to achieve your goals. You take the time to stay informed about the internal and external environment, understanding organisational dynamics and proactively navigating the stakeholder landscape. Additionally, you prioritise the customer perspective and work to create service practices that meet their needs and the needs of the organisation.

Change Agent – you strive to maintain your effectiveness even when faced with major changes in your work responsibilities or environment. You adapt quickly to new structures, processes, requirements, or cultures in order to continue performing at a high level. You also take proactive measures to identify areas for improvement and implement solutions, creating positive change in my work environment.

Team Player - You actively participate as a valuable member of your team, working together to achieve your shared goals. You understand the importance of effective collaboration and maintain good working relationships with your colleagues. By working cooperatively with others, you contribute to the success of the team.

Qualifications

- A tertiary qualification in any discipline will be well regarded but is not essential.
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Experience

- Substantial and relevant experience as an Executive Assistant to an Executive/Senior Executive e.g. Chief Financial Officer, Executive Director etc.
 - Experience as an Executive Assistant in a similar sized or larger organisation will be highly advantageous.
 - Experience or demonstrated understanding of local government or other levels of government will be highly regarded.
 - Experience liaising with multiple internal and external stakeholders to support the delivery of senior executive work priorities.
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Specialist skills and knowledge

- Excellent verbal and written communications skills, including the ability to assist in the preparation, review and editing of correspondence and reports to senior management and to key stakeholders.
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- Exceptional time management and organisational skills, with the ability to coordinate multiple projects simultaneously.
 - Efficient, confident, and a strong communicator with the ability to persuade, influence, consult, and inspire.
 - Outstanding professional conduct and an impeccable reputation for maintaining strict confidentiality and discretion.
 - A natural relationship builder and a trusted advisor to senior executives.
 - Superior problem-solving and prioritisation skills, with the ability to anticipate and prepare for any challenge.
 - Excellent ability to anticipate needs and challenges, offering solutions that ensure the smooth operation of executives' schedules and organisational objectives.
 - High degree of technical competency with Microsoft Suite and associated software applications.
 - Experience in the coordination and execution of corporate events, functions and team building activities.
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Your Key Responsibilities

Strategic

- Working closely with the Directors and Managers in the Strategic Foresight & Partnerships and Community & Sector Development Units, contribute to the MAV's business planning activities; and support the unit to achieve its strategic objectives by providing high level executive and confidential administrative support.
 - Develop systems to support Executive Directors and at times, the broader organisation, to establish strong professional networks with relevant local government stakeholders, agencies, bodies to support the delivery of the MAV's strategic plan and beneficial outcomes for the local government sector.
 - Apply understanding of the political, social and legal environment and organisational context of the MAV.
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Corporate

- As part of the Strategic Foresight & Partnerships and Community & Sector Development Units, demonstrate commitment to an organisation culture that rewards innovation, continuous improvement and service excellence.
 - Work across the organisation, demonstrating cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.
 - Support the MAV to demonstrate a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.
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Unit

- Live the MAV's values and management behaviors, at all times setting a strong example for the broader MAV Team.
 - As part of the Strategic Foresight & Partnerships and Community & Sector Development Units, contribute to an organisation culture that rewards innovation, continuous improvement, and service excellence.
 - Work across the organisation to secure cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the organisation.
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Shared Organisational Responsibilities

- Safe Workplace
- Undertake responsibilities in line with the Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:
 - Follow reasonable instruction;
 - Cooperate with their employer; and
 - At all times, take reasonable care for the safety of others in the MAV workplace.
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- Policies and Procedures
- Undertake responsibilities in line with all MAV policies related to the position including: Workplace Behaviours, Record Keeping, Procurement, Staff Management and Community Engagement.
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- Legislative Framework
- Complete responsibilities of this position in line with the relevant legislation for which the Unit is responsible.
 - Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed for all sections of the Unit.
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- Risk Management
- Adopt a proactive risk management approach to all MAV activities that the Unit is responsible for.
 - Create an environment where managing risk is accepted as the personal responsibility of each employee.
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Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

- Office Duties
- Sitting at a workstation on an adjustable office chair, general office-based work, using a computer for up to one hour at a time, followed by a break.
 - Includes general office based work such as handling files, various paperwork, attending phone calls and customer enquiries.
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- Driving
- Required to drive private/rented vehicle.
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- Other
- Driving private/rented vehicle/s whilst carrying out the responsibilities of the position.
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Pre-employment Requirements

National Police Check

Verification of Qualifications and Training

Full Victorian Driver's Licence

Selection Criteria

Your application for this position should address the points listed under 'Your Personal Attributes' which are the Competencies, Qualifications, Experience and Specialist Skills and Knowledge you will need to succeed as an Executive Assistant.

People & Capability – Internal Use Only

Position Number(s):

PD Current as at: April 2024