

Job title

Senior Administrator

Job purpose

The Senior Administrator will provide comprehensive administrative support to the Council, ensuring the efficient operation of office functions, meetings, and stakeholder communications. This role is instrumental in managing administrative processes, coordinating meetings and events, and ensuring seamless internal and external communications. The successful candidate will work closely with various departments to support the Council's strategic objectives while maintaining a high level of professionalism and confidentiality.

Specific duties and responsibilities**Meeting Coordination and Administration**

- Schedule and coordinate council and committee meetings, ensuring all logistical arrangements are in place.
- Prepare meeting agendas, distribute relevant materials, and manage follow-up actions as required.
- Assist in recording and distributing minutes, and track outstanding items.
- Ensure efficient document management and accessibility of meeting records.

Administrative Support

- Provide high-quality administrative assistance, including calendar management, correspondence handling, and document preparation.
- Assist in coordinating office workflows and ensuring timely completion of administrative tasks.
- Maintain confidential files and records, ensuring compliance with data protection policies.
- Draft and proofread documents, reports, and communications as needed.
- Support senior staff in process improvements and implementation of administrative best practices.

Event and Function Management

- Plan and organize events and functions, including council engagements and internal meetings.
- Liaise with internal and external stakeholders to ensure seamless execution of events.
- Manage event logistics, including venue arrangements, catering, and multimedia requirements.

Stakeholder Liaison

- Collaborate closely with the office of the CE to coordinate priorities, manage communications, and ensure consistent messaging.
- Coordinate with council members, community representatives, and government agencies to facilitate effective communication and engagement.

General Office Management

- Ensure the office operates efficiently by managing supplies, equipment, and coordinating with support staff.
- Assist with ad hoc projects and administrative tasks as assigned.
- Contribute to process improvements to enhance overall office efficiency.

HEALTH AND SAFETY:

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

Key Relationships

Internal

- Council Senior Management Team
- Office of the CE
- Various Council departments
- Mayor and Councillors

External

- Members of the public
- Contractors, caterers and similar

Delegated Authority

N/A

Staff management

N/A

Reporting To

Executive Assistant

General Duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

Skills, experience and education

Qualifications and Experience

- Proven experience as an Senior Administrator or in a similar administrative role, ideally within a local government or public sector context.
- A tertiary qualification in Business Administration or a related field is preferred.

Knowledge and Skills

- Excellent command of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with digital scheduling tools.
- Exceptional time management, prioritization, and multitasking abilities.
- Strong written and verbal communication skills, with a keen attention to detail.
- Ability to handle confidential information with integrity and professionalism.
- Demonstrated capability to work collaboratively and liaise effectively with a diverse range of stakeholders.