

POSITION DESCRIPTION



www.bendigo.vic.gov.au

POSITION TITLE & NUMBER:	Governance Officer (#3)
EMPLOYMENT STATUS:	Full time, Temporary
CLASSIFICATION:	Band 6
FULL TIME STARTING SALARY:	\$88,418 plus superannuation
UNIT:	Governance

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

The vision for Greater Bendigo is "Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future". As the Council we work in partnership with our community to move toward this vision.

As an organisation we aspire to be a values driven, be a flexible employer, embrace diversity, have generous leave provisions, encourage staff training and development and provide a supportive, team orientated work place. Further information is found at www.bendigo.vic.gov.au

THE UNIT

The Governance Unit's purpose is to create and uphold an organisational culture of integrity and transparency in decision making for our community. The Unit leads a suite of governance functions including integrity, risk and assurance monitoring and advisory services, legal services, procurement services including contracts and tendering and executive support services to the Council and the executive management team.

POSITION OBJECTIVE

- Provide high level administrative and governance support to assist Councillors and City officers adhere to statutory processes, requisite standards and good governance principles, with a focus on quality customer service.

KEY RESPONSIBILITIES AND DUTIES

- Prepare, produce, distribute and electronically record Council and Committee agenda papers using electronic agenda management software.
- Coordinate the initial assessment, distribution, management and reporting of all Councillor Requests.
- Establish the plan for, and coordinate the implementation of, Councillor engagement activities.
- Coordinate the initial and biannual Personal Interests Return process.
- Ensure standards, accuracy and timeliness of Council's Minutes and Agendas.
- Identify, assess and manage when stakeholder requests are not compliant to legislation and/or policy, whilst exemplifying the highest standard of customer service to internal and external customers.
- Undertake project work, general administrative duties and activities that support the team.
- Provide administrative support to Manager Governance and/or Coordinator Governance, including attending meetings as required.

Our Values & Behaviours



SKILLS AND ATTRIBUTES

Technical/specialist skills:	Governance and compliance, attention to detail, customer service and administration
Personal attributes:	Communication, teamwork, time management

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Governance
Supervises:	Nil
Internal Liaisons:	Mayor, Councillors, staff members, managers and other City employees
External Liaisons:	General public, Government authorities, Local Government

ADDITIONAL INFORMATION

- A satisfactory Police Record Check is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

QUALIFICATIONS

- Degree or Diploma qualification with some relevant experience or substantial relevant experience working in high level administration/executive support or similar discipline.

KEY SELECTION CRITERIA

- Experience operating in a legislated or corporate governance environment with the ability to understand, review and ensure compliance with legislation and policy and provide advice as it relates to governance issues.
- Highly developed administrative and organisational skills that can be applied in an environment of conflicting demands, including well developed time management and prioritisation skills.
- Excellent communication skills, both verbal and written with a customer service focus.
- High level judgement and sensitivity with the ability to identify, prioritise and carry out actions in response to situations that arise under limited direction.
- An effective team member with the ability to work cooperatively, flexibly and positively in a sensitive and confidential environment.
- Highly proficient in the use of computer software including Microsoft Office suite and familiarity with software packages that assist in the building and management of agendas.

BAND 6 CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant, but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Formal input into policy development within the works unit's area of expertise and/or management.

JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

SPECIALIST SKILLS & KNOWLEDGE:

- Excellent administration skills with highly developed research, analysis and writing skills.
- Knowledge of local government council meetings and processes.
- Critical understanding of the legislative Role of a Councillor.
- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- An understanding of the long-term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Proficient in the use of computer software including Microsoft office suite.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee's development.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.