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| **Level:** | Level 6 | Department/Group: | Core Services |
| **Position Type:** | Full Time | Reports To: | Human Resources Manager  |
| Location: | Regional Office | Employment Conditions: | Victoria Daly Regional Council Enterprise Agreement 2015-2017 |
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| **Special Requirements:** | **Prior to Commencement:**The occupant of this position must hold a current Criminal History Check (within the last 3 months) and a current Drivers License.  |
| Organisational Structure: | Position Liaises: |
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| Job Description |
| Role and ResponsibilitiesThis position is responsible for overseeing the establishment and ongoing implementation of good governance structures and processes throughout the Victoria Daly Regional Council and coordinating special projects as directed* Develop and implement governance policies and practices for the Council, ensuring local community members understand the importance of following these practices.
* Ensure activities of the contracts unit complies with government legislation. .
* Manage all Ordinary & Special Council meetings, Finance Committee meetings, and Internal Audit Committee meetings including agendas, minutes, resolutions, policy development and registers ensuring Council is compliant. .
* Manage all Governance compliance reviews to ensure Councils compliance.
* Provide expert advice on the Local Government Act, Regulations and Guidelines.
* Manage the development of the Councils Annual Report and coordinate the review and performance reporting.
* Establish and maintain positive and effective relationships with internal and external clients of the Council.
* Establish and maintain effective and efficient office systems, processes and work practices and oversee all administrative tasks.
* Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.

Qualifications and Education Requirements1. Tertiary qualifications or experience in Business, Community Development or Governance (essential).

Preferred Skills and Experience1. Demonstrated experience in managing the affairs of a local government authority and or organisation requiring comparable skills and knowledge2. Well developed oral and written communication skills including the ability to:3. Consult and negotiate sensitively and effectively with Aboriginal people;4. Produce clear and sound based reports in a timely manner;5. Liaise effectively with a variety of stakeholders and resolve conflict.6. Strategic and decision making skills with an analytical and innovative approach to problem solving.7. Excellent communication, interpersonal skills and organisational skills.8. Understanding of business and legal planning principles and practices.9. Knowledge of procurement policies, legislative requirements and service agreements.10. Thorough knowledge of relevant legislation appropriate to Local Government.11. Ability to be able to research and work with employees, community members, local boards and other organisations to formulate policies and relevant Local Government Legislation.12. Demonstrated ability to establish and maintain office administration systems, procedures and practices that are effective and efficient.13. Computer skills including strong knowledge in Microsoft Word, Excel, Power Point & Outlook.14. Ability to maintain confidentiality and demonstrated high ethical standards.15. Sound knowledge of the principles of Occupational Health & Safety.Special Requirements* Criminal History Check (Recent within 3 months)
* A current driver’s licence.

Approval*The position holder’s employment conditions are as set out in the holder’s letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2015-2017.* Stuart Duncan - Signature**Stuart Duncan – Chief Executive Officer** |
| Created: | July 2008 | Version:  | 2 | Reviewed: | December 10, 2015 |