

Position Description: Governance Officer

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

The Governance Officer ensures that a high level of administration support is provided with regard to the planning and delivery of all Council meetings. The role provides administrative support to committees where required, and also assists with duties within the Governance department and Corporate Services where required.

KEY DUTIES AND RESPONSIBILITIES

Relationships

- Support and promote teamwork through cooperation, communication, sharing of relevant information and provision of responsive and accurate advice.
- Internal Relationships - Decisions affect work and activities of others within the work group, Section or specific project teams and operationally within the Corporate Services Division.
- Internal relationships include:
 - Mayor
 - Councillors
 - Executive Leadership Team, including General Manager and Directors
 - Managers
 - Council Employees

Responsibilities

- Complete administrative tasks and arrangements for Council Meetings and follow up any enquiries received from members of the public in a timely manner.
- Provide support for Council Briefings when required.
- Attend meetings of Council and designated Committees to record minutes and provide assistance where required.
- Maintain the Council Meetings registers, including outstanding Council resolutions register, Register of Planning decisions, declarations of Interests etc.
- Deliver internal training of the Info Council Business Paper Software.
- Maintain the governance registers of Council.
- Maintain the website and intranet with regard to the Council Meetings and governance processes.
- Assist with projects undertaken by the Governance Department.

- Provide support to other team members in the Governance department as required, including assistance to the Access to Information function.
- Other duties as directed within the skills and abilities of a position at this level.

Performance Planning Accountabilities

- Responsible for providing input into the performance planning process where required, and also responsible for adhering to the projects identified for the business unit within the operational plan.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

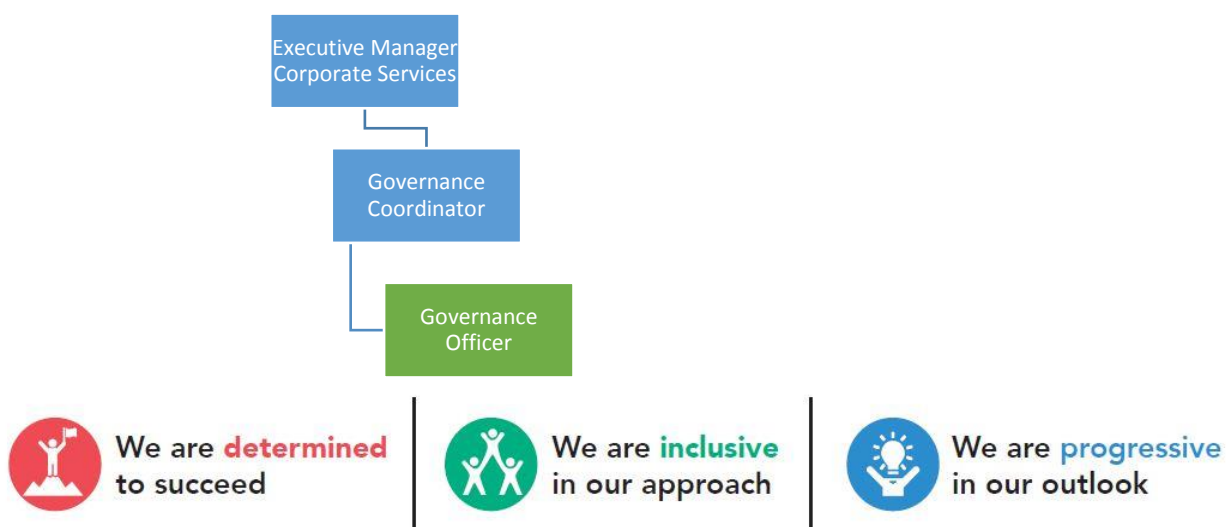
Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council's Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

Work Health & Safety

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

ORGANISATION STRUCTURE



ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- Relevant business administration qualifications or the equivalent experience in a similar role
- Ability to assist in the timely completion of meeting agenda papers for Council and Committee meetings to a strict schedule in liaison with senior Council officials.
- Proven organisational and meeting planning skills with meeting legislative deadlines
- Excellent Oral and Written communication skills, with high attention to detail
- High level knowledge and working experience with corporate systems such as MS office, TRIM or TechnologyOne ECM Electronic Document Management Systems.
- Knowledge and understanding of meeting procedures
- Superior word processing and keyboard skills, including the ability to work under pressure and take live minutes in Council and Committee meetings.

Desirable

- Experience in using the InfoCouncil business paper system or other board paper software
- Knowledge of and demonstrated experience in the application of the GIPA Act and privacy principles and legislation
- Local government experience

Employment Screening Required

☐ Nil

Classification	
Job Function Group:	Professional
Reports to:	Governance Coordinator
Staff Reporting Responsibilities:	Nil
Budget Responsibility:	Nil

Date:

Agreed:

[Insert Employee Name]

Employee signature



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook