

POSITION DESCRIPTION

Position Title:	Governance Officer	Position Code:	6-GO
Division:	Organisational Performance	Grade:	E
Location:	Dubbo / Wellington	Hours/Week:	35
Reports to:	Governance Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Governance Officer is responsible for all aspects of the Governance function, being carriage of day-to-day matters, providing efficient and accurate information and administrative support to the Team Leader and as needed to all branches of Council. The role focuses on:

- Governance administrative support
- Application of the Local Government Act
- Meeting Procedures/Requirements
- Drafting, reviewing and applying Policies, Codes, Procedures, Protocols
- Event planning and delivery (out of hours as needed)

Key Accountabilities / Duties

Key Result Area	Primary Activities
Governance and Internal Control	<ul style="list-style-type: none"> • Provide administrative and support services to meet the requirements of the organisation and legislation. • Raise purchase orders and process invoices • Establish and review policies as needed • Assist in the arranging of meetings including suitable venues and appropriate catering. • Maintain confidentiality at all times • Any other duties as required
Council and Committee Meetings	<ul style="list-style-type: none"> • Preparation and administration of Council and Committee meetings, including out of hours • Ensuring accurate and timely Civic calendar management for meetings and briefing/workshops for Councillors and the Executive Leadership Team • Managing the Council Business Paper report cycle, complete agendas/production and distribute to Councillors and the Community. • Promote agendas and action items by working with the Communications staff and other areas of council

Key Accountabilities / Duties	
InfoCouncil Business Paper System	<p>Day-to-day management of Business Papers:</p> <ul style="list-style-type: none"> ○ Assistance and training to all staff in Council in relation to accessing and logging of issues on the Info Council business paper system. ○ Preparation, processing of Council's Business papers, agendas and meeting minutes for Council, Council Committees and smaller Committees, Working Parties and Groups throughout the year as per the meeting schedule. ○ Updating and developing templates for the InfoCouncil system and liaising externally as required.
Dubbo Regional Council Tenders, Quotation and Expressions of Interest	<ul style="list-style-type: none"> • Supporting all Dubbo Regional Council Tender, Quotations and Expressions of Interest within guidelines.
Government Information Public Access Act (GIPA Act)	<ul style="list-style-type: none"> • Processing GIPA applications as required by legislation. • Ensuring accurate and effective reporting internally and to external agencies, and State Government. • Liaising with internal officers to retrieve all relevant records.
Policies	<ul style="list-style-type: none"> • Maintain up to date Policy Registers for Council. • Ensure all newly adopted policies are included in the Policy Register are accessible • Onboard staff to the new policy review process
Event Management	<ul style="list-style-type: none"> • Plan and facilitate Events as required, including: <ul style="list-style-type: none"> - Australia Day - Mayoral / Civic Receptions - Anzac Day - Remembrance Day - Naturalisation Ceremonies - Community Service Awards
General	<ul style="list-style-type: none"> • Council Website updates for Governance and Internal Control Services, uploading forms, Council business papers, policies and other items as required. • Support the Governance team as needed: <p>Manage with Council's Legal Documents Register, distribution of Legal Updates for the Organisation.</p> <p>Manage legal matters register and provide administrative support to the Manager for</p> • Payment of annual invoices for the Organisation on a monthly or quarterly basis. • Assist in the arranging of meetings including suitable venues and appropriate catering.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Power of Entry and Operator Licences Authority Cards. • Lead and progress projects to increase Council's compliance with statutory bodies and legislation, such as staff Delegations or Council's Compliance Register.
Governance and Internal Control Team Support	<ul style="list-style-type: none"> • Participate and contribute to an effective and productive team • Relieve in any position as required by the organisation, under direction of the Chief Executive Officer, Manager Governance and Internal Control.

Inherent Requirements of the Position

- NSW Drivers Licence
- A basic level of health and fitness is required, as there is occasionally a need to lift chairs/tables for functions.
- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- Knowledge of computer applications such as; Microsoft Word, Excel, Powerpoint, Publisher, Outlook, Authority, Trim, Adobe.

Selection Criteria

Essential

1. Certificate IV in Office Administration, Business or equivalent, with relevant experience.
2. Highly developed organisational skills including experience working on multiple projects and managing competing priorities and deadlines.
3. Excellent written and oral communication skills, including report writing and delivery of small training sessions.
4. Demonstrated skills and ability to relate effectively to a variety of clients offering a high level of customer service to internal and external customers.
5. Proven initiative to work autonomously and within a team environment.
6. Well-developed computer skills demonstrating ability in the use of Microsoft Office Programs.
7. Experience with Event Management.

Desirable

8. Experience working in Local Government and knowledge of the Local Government Act.

Organisation Wide Accountabilities

Corporate Values	<p>Creating Community for Today and Tomorrow</p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be curious, courageous and committed
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	<ul style="list-style-type: none"> • Sustainable <ul style="list-style-type: none"> ○ Balanced approach to growth and opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable for our actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: