

Position Description

CORPORATE INFORMATION

Position title	Senior Officer Governance and Native Title		
Directorate	Office of the Chief Executive Officer	Branch/Section/Unit	Governance
Position number	1628	Level	6
Award	Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line manager	Manager Governance, Integrity and Risk		
Direct reports	NIL		

SCOPE OF POSITION

Position Summary

Provide legal, policy, procedural and/or strategic advice to internal and external stakeholders of the Office of the Chief Executive Officer and Governance Team. Implementing and managing change initiatives within Council including encouraging and motivating staff to accept change and refine work practices in order to adopt the Gympie Regional Council's new Governance Framework.

Key Responsibilities of the Role

- Provide accurate and timely legal and administrative support services to the Chief Executive Officer and Manager Governance, Integrity and Risk.
- Legal research and the drafting of simple legal and client correspondence. This work will include Native Title matters.
- Preparing and undertaking initial research and draft advice on low to medium risk matters to contribute to a range of materials including investigations, Public Interest Disclosures, Council reports/papers, media releases, intranet content/website content and correspondence.
- Supporting the Right to Information (RTI) and Privacy function of Council by receiving, assessing, and processing requests for approval in accordance with the Legislative requirements and specific statutory timeframes.
- The accurate and timely entry of data, relevant record keeping and ensuring the team maintain accurate records i.e. Council's Disclosure Log in accordance with statutory requirements.

Position Description

- Maintain confidentiality of sensitive information received in their duties.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.
- An understanding of core legal principles and prior experience in legal research and document preparation.

Essential Knowledge/Skills/Qualifications Criteria

- High level knowledge and understanding of the *Right to Information Act 2009*, *Local Government Act 2009*, *Information Privacy Act 2009* and supporting Regulations.
- Exceptional written and verbal communication skills.
- Ability to work collaboratively as part of a high-performance team.
- Ability to manage competing demands effectively and to communicate confidently in a clear and concise manner in both written and verbal contexts.
- The ability to apply established criteria to the management of information.
- The ability to exercise sound judgement and analytical skills to make detailed and accurate decisions within defined parameters.
- Qualifications or active enrolment in a business related field, or a minimum three years' experience in a fast paced office environment.
- Excellent organisational and time management skills with the ability to establish priorities, manage workloads and identify when to reschedule and reorganise tasks to reflect changes in priority.
- Demonstrated ability to perform duties responsibly under limited supervision and take initiative to ensure the achievement of team goals while maintaining a high level of confidentiality at all times.
- Demonstrated effective administrative skills, including proficiency in using a range of software applications, including Microsoft Office suite of applications and online records management program.

Desirable Knowledge/Skills/Qualifications Criteria

- Possession of a relevant law degree from a recognised tertiary institution.
- A basic understanding and/or experience in a Local Government environment would be advantageous.
- Minimum two (2) + years' experience as a legal officer.
- Minimum 6 to 12 months relevant experience in a RTI / Privacy role.

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Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Position Description

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.