



## POSITION DESCRIPTION

<b>Position Title</b>	Business Paper Officer	
<b>Directorate</b>	Corporate	
<b>Service</b>	Governance and Risk	
<b>Responsible to</b>	Business Paper Coordinator	
<b>Position Supervises</b>	<b>Direct:</b> Nil <b>Indirect:</b> Nil	
<b>Position No.</b>	IW1321	
<b>Status</b>	Permanent Full-Time – 35 hours per week	
<b>Indicative Salary Point</b>	33 – 39	<b>Band &amp; Level:</b> Band 2 / Level 2
<b>Allowances</b>	As applicable to the position	
<b>Motor vehicle</b>	N/A	
<b>Pre-employment checks</b> <b>Legislative requirements</b>		
<b>Date reviewed:</b> February 2022		<b>Reviewed by:</b> Senior Manager Governance and Risk

## **POSITION PURPOSE**

To provide administrative and governance support for meetings of elected Council, its committees and the Leadership Team of Inner West Council. Activities including the preparation and distribution of business papers; ensuring customer requests are processed in accordance with service standards and corporate policy and the tracking of Council resolutions.

The position also provides general governance support and deputises for the Business Paper Coordinator during absences.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

1. Excellent skills in using office computer applications to produce/manipulate large and complex documents using Microsoft Office and Adobe Acrobat Professional software or similar, along with the ability to adopt new technology
2. Strong organisational, time management, and problem-solving skills with a capacity to undertake research
3. Excellent written and verbal communication with strong interpersonal skills
4. Ability to work under pressure and organise priorities to meet deadlines
5. Demonstrated ability to uphold critical performance standards such as timeliness, completeness, accuracy and attention to detail
6. Demonstrated ability to deal with information with high sensitivity and confidentiality
7. Understanding of local government functions, issues and local government political structure
8. Strong customer focus with the ability to respectfully handle enquiries and resolve or refer complaints
9. Valid Driver's Licence
10. Understanding of Equal Employment Opportunity and Work Health and Safety principles and their application in the workplace.

### **Desirable Criteria:**

1. Experience in Local Government administration.
2. Experience with the Technology One system and or Infocouncil

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

1. Provide administrative support for meetings of elected Council, its committees and the Leadership and Executive Team of Inner West Council.
2. Assist in the production, publication and distribution of business papers and minutes plus the tracking of decisions and actions against them.
3. Support staff training and provide helpdesk support on business paper production processes and the business system applications used to access information on civic governance decision making and operations
4. Assist with production scheduling, issuing of notices etc.
5. Ensure that records concerning the business of elected Council and its committees are maintained in accordance with provisions of the NSW State Records Act 1998.
6. Support the publication of current records concerning the business of elected Council and its committees, on the Inner West Council public website and Council intranet/s.
7. Support Governance & Risk continuous improvement work
8. Provide backup assistance for Mayoral and Councillor requests including registering requests in ECM, tracking requests to ensure they are responded to in accordance with service standards and liaise with Managers to provide responses to requests
9. Assist the Business Paper Coordinator with maintenance of the Council Resolution Tracking System
10. Publish Reports on Council's website
11. Attend and take minutes at Executive and Leadership Team Meetings and Committee Meetings as required, including the Audit, Risk and Improvement Committee.
12. Organise catering for Council and Committee Meetings.
13. Any other duties required to support the Governance & Risk Team.

### *Financial Management*

- Undertake the procurement of goods and services in accordance with Legislation and Council policies

### **Internal:**

- Senior Manager Governance and Risk
- Business Paper Coordinator
- Leadership Team
- Managers
- Staff and caretakers/venue support of Council Buildings
- Other staff as required

### **External:**

- Councillors
- Community
- Audit, Risk and Improvement Committee
- Service providers for the provision of goods and services to Council for governance functions

# WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

## LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation</li> </ul>	<ul style="list-style-type: none"> <li>Conformance to WH&amp;S policy and procedures</li> <li>Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Taking reasonable care for their own Health and Safety as well as that of others</li> </ul>	<ul style="list-style-type: none"> <li>Use of SWMS and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Having an understanding of the Health and Safety requirements associated with their employment</li> </ul>	<ul style="list-style-type: none"> <li>Training records</li> </ul>
<ul style="list-style-type: none"> <li>Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Hazard identification reports</li> </ul>
<ul style="list-style-type: none"> <li>Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;</li> </ul>	<ul style="list-style-type: none"> <li>Workplace inspection reports</li> </ul>
<ul style="list-style-type: none"> <li>Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.</li> </ul>	<ul style="list-style-type: none"> <li>PPE maintenance records</li> <li>Knowledge and use of Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Working in accordance with relevant competency standards</li> </ul>	<ul style="list-style-type: none"> <li>Training records.</li> <li>Supervisor site inspection records</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WH&amp;S and related legislation within scope of job description</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

### **Applicant Declaration**

I, \_\_\_\_\_ have read and understood the position description for the **Business Paper Officer** as detailed in this document.

Signature: \_\_\_\_\_

Date:        /        /

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