
Governance Administration Officer

Position description



July 2022







Northern Grampians Shire Council
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Position description

Position title	Governance Administration Officer
Classification	Band 4
Directorate	Corporate and Community Services
Department	Governance and Civic Support

Our organisation

Northern Grampians Shire Council has a diverse employment base across 14 worksites in the Grampians Region of Victoria. We offer flexible work arrangements, providing access to relevant training and professional development opportunities with a variety of employee benefits. We use the Microsoft 365 productivity suite and we are committed to delivering best fit cloud-based ICT solutions of mutual benefit to our community and employees.

Position objectives

This position has responsibility to work with the Governance and Civic Support Team to provide high level administrative support to the Team.

Key responsibility areas

- Provide administrative support to a range of internal and external stakeholders and functions to ensure the effective delivery of Governance and Civic Support services.
- Deal with highly confidential and sensitive matters in a professional and discreet manner.
- Provide support and backup to the Records Officer and Governance Officer in the Governance and Civic Support Team.
- Prepare quality written correspondence.
- Maintain key register and access to Council properties.
- Assist in maintaining both Council and Governance website pages and portals.
- Assist in the development and implementation of formal Governance policies and procedures.
- Assist in the preparation and distribution of Council/Councillor briefings, agendas and papers.
- Perform, as directed, other duties that are within the limits of the incumbent's skill, competence and training.

Corporate responsibilities

All employees will:

- Ensure that Council's Code of Conduct is always adhered to.
- Adhere to Council's OH&S, equal opportunity, child safety and wellbeing and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- Ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames.

Organisational relationship

Reports to	Coordinator Governance
Manages	NA
External relationships	Associated local government organisations, general public
Internal relationships	Councillors and all other employees

Accountability and extent of authority

- Employees are essentially doing jobs and are often the providers of information to clients and/or information and support to more senior employees. Employees may also supervise resources including other employees and/or regulate clients.
- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- Employees should have sufficient freedom to plan their work at least a week in advance.
- The effect of decisions and actions are usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.

Judgement and decision making

- In these positions, the objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- Guidance and advice are always available within the time available to make a choice.

Specialist skills and knowledge

- Employees require an understanding of the relevant technology, procedures and processes used within their operating unit.
- Employees require an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and where appropriate, an appreciation of the goals of the wider organisation.
- Employees require proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of relevant precedents, previous decisions and/or proficiency in the operation of equipment or knowledge of the use of plant which require the exercise of considerable skill or adaptation.

Management skills

- The employee must have a basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance.
- All positions necessitate skills in managing time and planning and organising one's own work.

Interpersonal skills

- Employees require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable.
- Employees require skills in written communication to enable the preparation of routine correspondence and reports if required.

Qualifications and experience

- Skills and knowledge needed for entry to this Band are beyond those normally acquired through secondary education alone.
- Skills and knowledge may be acquired through completion of a post-trade certificate or other post-secondary qualification below diploma or degree or knowledge and skills gained through on-the-job training commensurate with the requirements of the position.

Selection criteria

- Proven ability to provide a high level of administrative assistance.
- Proven ability to work co-operatively and positively as a member of a team.
- Proven ability to manage highly confidential information.
- Excellent verbal and written communication skills.

- Sound knowledge and understanding of Microsoft Office suite, specifically in the creation of documents in Excel and Word.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 9 – 2021* and Northern Grampians Shire Council policies and procedures.

Emergency Management - All employees may be required to undertake Emergency Management Duties as directed.

Qualifying period - All Council appointments are subject to a minimum period of employment (“qualifying period”) of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

COVID-19 Vaccination – All Council appointments must provide evidence of their vaccination status to meet mandated vaccination requirements.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	July 2022
Prepared by	Manager Governance
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]