

POSITION DESCRIPTION

GOVERNANCE SUPPORT OFFICER

Position Description

Directorate:	Planning Strategy and People
Reports to:	Governance Coordinator
Position Number:	
Classification:	Grade 3 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

Provide administrative and specialist support to ensure the effective delivery of Council's Corporate Governance and Risk service.

The position maintains effective and co-operative communication across the organisation by applying sound interpersonal skills to facilitate positive responses to key activities and procedures to achieve desired results.

Key Responsibilities

Operational

- Provide administrative support to the Governance and Risk service, including collating and formatting reports, processing purchase orders, preparing agendas and taking minutes when required.
- Assist in the processing and collation of Government Information Public Access (GIPA) requests.
- Assist in the coordination of the Council Meeting process by undertaking the preparation of meeting notices, documents and reports, recording and compiling minutes and action sheets, distributing meeting papers, running PowerPoint presentations and uploading documentation and minutes to Council's website.
- Assist in the maintenance of Council's key governance documents, including but not limited to:
 - i) Council Policies and procedures.
 - ii) Management policies and procedures;
 - iii) Delegations of Authority.

- Assist in the management of Council's Designated Persons register, Gifts and Benefits register and associated process.
- Assist with the development, implementation and review of Council's Integrated Planning and & Reporting (IP&R) function.
- Prepare progress reports, statistics and graphs against the Delivery Program and Operational Plan, Service Plans & other plans as required.
- Ongoing data entry of Actions, Tasks, Performance Indicators into Council's Corporate Planning Software System.
- Assist in and report on the implementation of Council's Service Review program.
- Contribute to the development, delivery and maintenance of Council's Governance and IP&R Frameworks to ensure the community has trust and confidence in the decisions and conduct of the organisation.
- Maintain a high level of personal ethics to customer service, confidentiality and privacy provisions.
- Undertake projects or other duties in line with the position responsibilities and classification level of position.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports	Nil
Indirect Reports	Nil

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Certificate III in Business Administration or related education and/or relevant experience.
- Demonstrated ability to draft detailed and complex wide-ranging types of correspondence; with sharp attention to detail.
- Excellent interpersonal and communication skills (both written and verbal), with the proven ability to build effective relationships; communicate with a diverse range of stakeholders (both internal and external)
- Proven ability to build effective relationships and influence others to achieve results.
- Well-developed organisational skills with the capacity to prioritise work within an environment of fluctuating workloads and changing priorities.
- Ability to exercise appropriate discretion, sensitivity and maintain confidentiality at all times.
- High level of proficiency in the use of the Microsoft Office Suite.

Desirable

- Experience in the preparation of Council or Board Agendas and Minutes.
- Demonstrated detailed knowledge of the NSW Local Government Act.
- Local Government experience and understanding of Council functions and issues.

Document Review Date

October 2021

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

Manager HR:

Director:

General Manager:

Employee:

Name

Signature

Date (dd/mm/yyyy)