

POSITION TITLE & NUMBER:	Governance & Corporate Support Officer (POS 147)
DIVISION:	Corporate & Community
DEPARTMENT/SECTION:	Governance and Risk
EMPLOYMENT STATUS:	Permanent – Full Time
GRADE:	Grade 13

POSITION OBJECTIVE

To deliver day-to-day governance and corporate support operations aimed at ensuring all stakeholders have confidence in and can rely upon the business of Council and that the delivery of our operations are carried out in accordance with the principles of good governance.

KEY RESPONSIBILITIES AND DUTIES

- Administrative corporate support and publishing of Council and Committee Business Papers, Councillor information papers and Audit Committee papers
- Attend Council workshops, meetings, and other events to provide support such as taking and finalising of minutes
- Process and maintain Council's formal Access to Information Applications and register;
- Contribute in a cross functional perspective to ensure the organisation meet its access to information and privacy obligations under appropriate legislation including GIPA, HRIPA and PIPPA by oversighting applications and enquiries in relation to Council's access to information system;
- Assist with delivering and maintaining Council's governance framework, continuous improvement, quality assurance programs and corporate governance systems and processes
- Assist with the development and delivery of education and training programs which support the corporate governance framework;
- Maintain Council's Name and Address Register (NAR) administration

KEY PERFORMANCE INDICATORS AND OUTPUTS

- Prepare minutes briefings, reports, presentations, and correspondence, ensuring information provided is accurate and timely.
- All documentation is filed and stored in a secure and effective manner.
- Maintain and exercise a high level of confidentiality and discretion.
- Follow and keep up to date with information and privacy obligations under appropriate legislation.
- Inform and advise employees and residents on Council's governance policies and procedures in a timely and accurate manner.
- Assist with the development and delivery of training as required.
- Maintain Council's Policy Register
- Ensure Council complies with its Statutory reporting obligations
- Assist with the management of complaints in accordance with Council's Complaints Handling Policy

ORGANISATIONAL RELATIONSHIPS

Reports to:	Senior Governance Officer
Supervises:	N/A
Internal Stakeholders:	Other Council Employees Section Manager/Team Leaders
External Stakeholders:	Members of the public/tenants/claimants Commercial representatives (e.g. insurers, clients, suppliers) Consultants, solicitors and other professionals

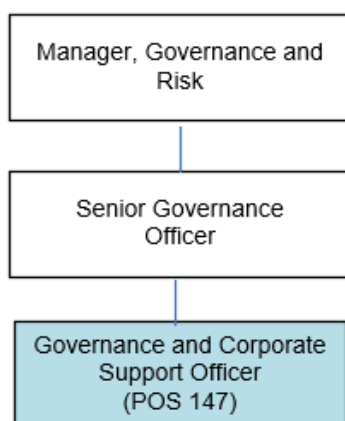
ADDITIONAL INFORMATION

- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2020, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence and training.

SKILLS AND ATTRIBUTES

- Governance Legislation
- Presentation Skills
- Note taking
- Problem Solving
- Negotiate with others to achieve tasks and goals
- Administrative corporate support
- Customer Service

ORGANISATIONAL CHART



QUALIFICATIONS

- Tertiary qualifications in Business, Law, Management, Finance and/or other related area or relevant experience in a similar governance role

KEY SELECTION CRITERIA

- Qualifications as above
- Considerable experience in a local government environment or similar
- Class C Driver's Licence
- Sound knowledge of the Local Government Act and regulations, privacy legislation and public sector administration and Governance policies and legislations
- Excellent written and oral communication skills and experience in creating reports.
- High level of interpersonal skills and have the ability to apply problem solving and negotiation skills.
- Demonstrated analytical, conceptual and problem-solving skills under an objective and consistent framework

APPROVAL OF POSITION DESCRIPTION

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____