



POSITION NAME: GOVERNANCE OFFICER

SECTION: GOVERNANCE, MEDIA / COMMUNICATIONS

DIRECTORATE: ECONOMIC AND ORGANISATIONAL DEVELOPMENT

1. REMUNERATION

Grade 8 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Governance Manager

b) Positions directly reporting to this position:

Nil

3. PURPOSE

The purpose of the Governance Officer is to provide prompt and comprehensive administrative support services to Council, Council Committees and staff in carrying out the governance functions of Council.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Mayor and Councillors
- General Manager and Directors
- Committees of Council
- Staff

External

- Citizens and Visitors
- Community and Business Representatives
- Government Departments and Agencies
- Service Providers

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Comply with Council's Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements

Training and Development

- Actively participate in Council's training and development programs as required

Continuous Improvement and Innovation

- Promote the development of more efficient work practices

Environment

- Consider the protection of the environment when undertaking all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision

6. PRINCIPAL ACCOUNTABILITIES

- Provide high level of administrative support to Council and Council Committees
- Develop and deliver administrative processes and systems that support the organization
- Assist with maintenance of Council's Policy Register

7. KEY DUTIES

- Assist with the development and improvement of systems and processes to provide effective services within the Governance section of Council.
- Responsible for Local Government Act governance functions.
- Undertake timely, efficient and accurate word processing and document production requirements of Council.
- Coordinate, compile and distribute Council and Council Committee Business Papers and Minutes.
- Minute taking at Council and Council Committee Meetings ensuring accurate information is recorded and prepared in required timeframes.
- Train and provide assistance to staff in the use of electronic Business Paper systems.
- Upload required information and documents to the Council website, Councilor Secure Site and Extranet as required and review on a regular basis
- Coordinate and prepare Council action reports to relevant staff in relation to ordinary Council meetings through CRM.
- Coordinate SMT Agendas, collate and format reports, attend SMT meetings and amend reports as directed.
- Assist with the collection and registration of Councilors' and designated staff members pecuniary interest declarations.
- Maintain a master listing of all Council committees, their membership and the Terms of Reference.
- Maintain registers in Authority including the key register, tender administration and parking permits.
- Coordinate and attend Tender Review Committee meetings, ensuring that the correct procedure is followed. Coordinate the tender panel and the opening and recording of tenders in accordance with the Tender Regulations.
- Responsible for purchase orders for catering and staff requirements through the Authority system.
- Relieve in other positions within the Governance Unit including the relief of the Personal Assistant to the General Manager and Mayor as required.
- Maintain and operate Council's resubmit system.
- Promote the role and increase community awareness of local government objectives and services including the active involvement in organising Local Government Week activities and conducting information sessions for local schools as requested.
- Arrange advertising and place documents on public exhibition as per legislative requirements.

8. KEY SELECTION CRITERIA

ESSENTIAL

- Minimum Cert III in Business Administration or demonstrated relevant experience in business administration.
- Demonstrated high level word processing ability.
- Demonstrated strong computer literacy and experience with Office-related software applications
- Demonstrated excellent verbal and written communication skills, organisational and time management skills.
- Demonstrated ability to exercise discretion and maintain confidentiality.
- Current Drivers Licence Class "C"

DESIRABLE

- Cert IV in Business Administration
- Demonstrated knowledge of the operation of a computerised records management system.
- Demonstrated ability to work under limited supervision.
- Experience in Minute Taking and production of accurate records.

9. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

I Infrequent: exposure to the physical factor two – three times a year on average
 O Occasional: exposure to the physical factor less than twice a week on average
 F Frequent: exposure to the physical factor 3 - 4 times a week on average
 C Constant: exposure to the physical factor more than 5 times a week on average
 R Repetitive: exposure to the physical factor multiple times in an hour
 S Seasonal: Activity involves seasonal variations
 N/A Not Applicable
 ≡ Winter
 * Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		X					
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	X						
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.					X		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.		X					
Standing	Tasks involve standing in an upright position without moving about	X						
Driving	Tasks involve operating any motor powered vehicle	X						
	Tasks involve driving vehicle on unsealed roads.	X						
Sitting	Tasks involve remaining in a seated position during task performance				X			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	X						
Walking/Running	Tasks involve walking or running on even surfaces		X					
	Tasks involve walking on uneven		X					

Demands	Description	I	O	F	C	R	S	NA
	surfaces							
	Tasks involve walking up and / or down slopes	X						
	Tasks involve walking whilst pushing/pulling objects	X						
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant	X						
	Tasks involve climbing over or under machinery							X
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X						
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms		X					
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.							X
	1. Light lifting/carrying (0-9 Kg)	X						
	2. Moderate lifting/carrying (10-15 Kg)	X						
	3. Heavy lifting/carrying (16 Kg and above)							X
Restraining	Tasks involve restraining animals / objects							X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.							X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.							X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	X						
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.					X		
Sensory Demands of Job Tasks								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X		
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment							X
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals							X
Exposure to Chemical Hazards								

Demands	Description	I	O	F	C	R	S	NA
Dust	Tasks involve working with dust - e.g. sawdust							X
Gases	Tasks involve working with gases							X
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.							X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis							X
Working Environment								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room							X
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia							X

10. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

11. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Revised: October 2018

Job Evaluation Assessment Date: 13 April 2015

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

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(signed)

.....
(date)