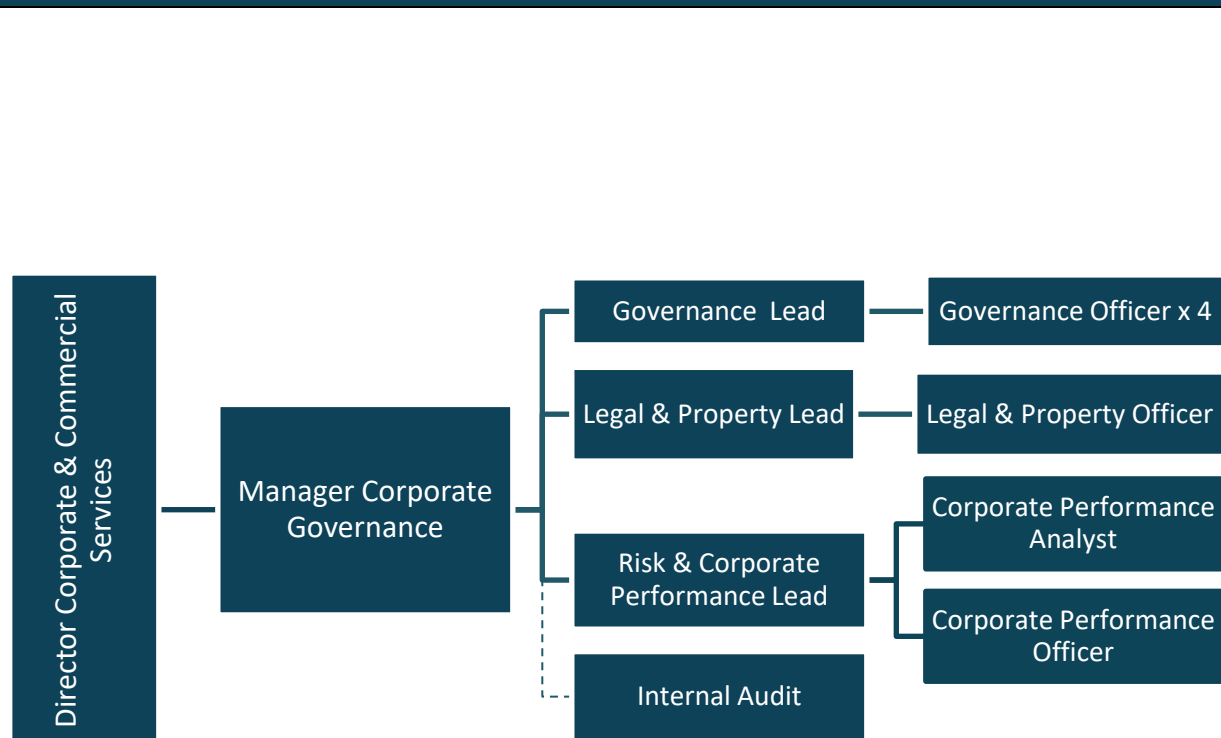


<b>Position Title:</b>	Governance Officer (x4)
<b>Position Number:</b>	2010
<b>Division:</b>	Corporate and Commercial Services
<b>Section:</b>	Administration
<b>Grade:</b>	6
<b>Delegations:</b>	See Council's Delegations Register
<b>Position FTE Hours:</b>	35

### Primary Purpose of Position

Preparation of business papers for Council and Committee Meetings, provide high level support to the Governance, Legal & Corporate Performance Teams and provide a range of records management processes and support across the organisation.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Certificate IV in Office Administration or similar
- Current Class C Drivers Licence
- Satisfactory Criminal Record Check

### Skills and Experience

- Experience in a similar role.
- Ability to work with a range of staff to meet deadlines and produce reports, minutes and agendas within Council's adopted timeframes.
- Ability to prepare minutes and correspondence resulting from Council and Committee meetings.
- Demonstrated ability to compile, format and proofread correspondence, reports, and meeting minutes.
- Demonstrated understanding of information management and document management systems – attention to detail and ability to interpret and apply legislation, policy and procedures
- High level communication skills both verbal and written including the capacity to interact with all levels of staff while maintaining effective customer service and relationship management with a variety of internal and external stakeholders.
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities.
- Ability to think strategically with a capacity for lateral thinking, creativity and problem solving.
- Well-developed computer literacy skills with the ability to utilise a variety of computer software packages.
- Proven ability to work independently and with minimal supervision.
- Demonstrated ability to model Council's key values and desired behaviours.

## Key Accountabilities/Duties

- Timely preparation of agendas and minutes for Council and Committee meetings.
- Provide administrative support to the Governance, Legal and Corporate Performance teams including the drafting of reports and correspondence while ensuring confidentiality is maintained on matters that are highly confidential or of a sensitive nature.
- Preparation, printing and distribution of agendas and ensuring information is made available on the Councillors and Staff Ipads, through LG Hub.
- Opportunity for attendance at Council Meetings on a rotating roster.
- Assist with corporate management systems, policies and sub-delegation, gifts and benefits and secondary employment.
- Assist in file retrieval and compilation of required documentation (both electronic and hard copy) for informal requests for access to Council information under the Government Information (Public Access) Act 2009 (GIPA Act) in a timely and accurate manner.
- Process Informal Access to Information applications under the guidance of the Governance Lead.
- Comply with record keeping requirements of the State Records Act 1998 including registration of incoming correspondence, document classification, archiving & disposal.
- Undertake other administrative duties within Corporate Governance as required including assisting with processing incoming and outgoing mail, setup of meeting rooms for Council meetings/briefings, assistance with travel bookings and purchasing in accordance with delegations across the corporate service team, relating documents in Council's document management system

and ensuring the standard procedures are followed and completed after Council and Committee meetings

- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Manage Self – Demonstrates “Achieves it”</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> <ul style="list-style-type: none"> <li>• Understands what needs to be done and steps up to do it</li> <li>• Pursues own and team goals with drive and commitment</li> <li>• Shows awareness of own strengths and weaknesses</li> <li>• Asks for feedback from colleagues and stakeholders</li> <li>• Makes the most of opportunities to learn and apply new skills</li> </ul>
	<b>Integrity – Demonstrates “Achieves it”</b> <i>Be honest, ethical and professional, and prepared to speak up for what is right</i> <ul style="list-style-type: none"> <li>• Maintains confidentiality of customer and organisational information</li> <li>• Is open, honest and consistent in words and behaviour</li> <li>• Takes steps to clarify ethical issues and seeks advice when unsure what to do</li> <li>• Helps others to understand their obligations to follow the code of conduct, legislation and policies</li> <li>• Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest</li> </ul>
Relationships	<b>Customer Focus - Demonstrates "Achieves it"</b> <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> <li>• Identifies and responds quickly to customer needs.</li> <li>• Demonstrates a thorough knowledge of services provided.</li> <li>• Puts the customer and community at the heart of work activities.</li> <li>• Takes responsibility for resolving customer issues and needs.</li> </ul>
	<b>Influence and Negotiate – Demonstrates – “Achieves it”</b> <i>Persuade and gain commitment from others, and resolve issues and conflicts</i> <ul style="list-style-type: none"> <li>• Builds a network of work contacts across the organisation</li> <li>• Approaches negotiations in the spirit of cooperation</li> <li>• Puts forward a valid argument using facts, knowledge and experience</li> <li>• Asks questions to understand others’ interests, needs and concerns</li> <li>• Works with others to generate options that address the main needs and concerns of all parties</li> </ul>
Results	<b>Problem Solving – Demonstrates “Achieves it”</b> <i>Think, analyse and consider the broader context to develop practical solutions.</i> <ul style="list-style-type: none"> <li>• Gathers and investigates information from a variety of sources</li> <li>• Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>• Asks questions to get to the heart of the issue and define the problem clearly</li> <li>• Analyses data and draws conclusions based on evidence</li> </ul> <p>Works with others to assess options and identify appropriate solutions</p>
Technical	<b>Information and Technology – Demonstrates “Achieves it”</b> <i>Use technology and information to maximise efficiency and effectiveness..</i> <ul style="list-style-type: none"> <li>• Shows confidence in using core office software and other computer applications</li> <li>• Makes effective use of records, information and knowledge management systems</li> </ul> <p>Supports the introduction of new technologies to improve efficiency and effectiveness</p>

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Equal Employment Opportunity (EEO)** – complies with EEO principles and respects diversity
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

## Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

## General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee:</b>	
<b>Signed by Employee:</b>	
<b>Date Signed:</b>	