

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Governance Officer	Designation & Classification Level	Level 6
Position No	2012	Division	Office of the CEO
Business Unit	Office of the CEO	Reports To	Executive Assistant to CEO
Location	Katherine	Date Created	June 2021
2. POSITION CONTEXT			
Position Summary/Purpose	<p>The role of the Office of the Chief Executive Officer (OCEO) division is to execute the strategic decisions of Council, so as to enable the achievement of the Organisation's objectives.</p> <p>The OCEO provides direct, administrative support to Council's Elected and Appointed Members, as well as to its Local Authorities and is ultimately responsible for the implementation of the Decisions of those decision-making bodies.</p> <p>The OCEO has a strategic function that requires corporate plans and policy are developed, communicated, funded and implemented while also providing support to enhance elected members' capacity to serve the people of the Roper Gulf Region.</p> <p>The Governance Officer assists in the coordination and support of Council Meetings, provides direct administrative support for Elected and Appointed Members, so as to ensure that Council meets its legislated strategic responsibilities, and also assists the Office of the CEO in delivery of its core business.</p>		
3. KEY RESPONSIBILITIES			
<p>1. <u>Governance Duties</u></p> <ul style="list-style-type: none"> • Coordination the logistics of Council and Committee Meetings across the Roper Gulf Region. This is inclusive of arranging venues, travel arrangements, catering and advertising. • Coordination of official business papers for Council and Committee Meetings, including Agendas, Submissions, and Minutes, and subsequent promulgation thereof. • Management of the Council meetings database and associated documents. • Coordination of allowance and travel payments for Elected and Appointed Members, as well as for the Business unit. • Arranging interpreters, where necessary, to ensure clear understanding of all issues discussed at formal meetings. • Attending Meetings of Council and its Committees for the purposes of providing close administrative support, including the taking and compilation of official minutes. • Managing competing deadlines and balance priorities under pressure with efficiency and professionalism. • Use initiative and problem solving techniques to ensure tasks are carried out efficiently and effectively. • Providing overall administrative support to the Office of the Chief Executive Officer Business unit. • Assist the Office of the CEO department with other tasks as required that include but not limited to marketing, communications, website maintenance, event coordination during periods of peak workloads. <p>2. <u>Organisational Sustainability</u></p> <ul style="list-style-type: none"> • Assist in the provision of effective communication to all Council members and staff pertaining to Council business papers and decisions. • Providing timely and accurate administrative support to the Unit Manager. 			

3. Quality and Continuous Improvement

- Complete reports and contribute to ensuring a cycle of continuous improvement is embedded in the way services are provided.
- Maintain confidentiality on all issues related to Council programs.
- Close scrutiny of business papers including agendas and minutes so as to ensure accuracy, integrity, and consistency.

4. Work Health and Safety (WHS)

1. All Council staff have a duty of care and a legal obligation to ensure that they:
 - Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
 - Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
 - Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
 - Attend and actively participate in WHS and other mandatory training
 - Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Certificate IV Qualifications in Business Administration, Government, or Law, or higher, and/or relevant experience in a similar role.
2. Knowledge of corporate and governance practices relevant to Local Government.
3. Demonstrated experience in meeting procedures, minute taking and preparing related documents.
4. Well-developed word-processing and computer application skills, along with demonstrated experience of general office administration skills.
5. Demonstrated experienced in creating reports and organising correspondence, including correspondence creation.
6. Demonstrated ability to interpret legislation.
7. Demonstrated ability to interpret and apply policy.
8. Ability to undertake research and investigative skills.
9. Excellent written and verbal communication with strong attention to detail.
10. Demonstrated ability to liaise with stakeholders and the public, and build relationships.
11. Highly developed time management and planning skills – ability to establish priorities and to plan, coordinate and monitor own work plan.
12. Understanding of Aboriginal culture and issues facing Aboriginals in the Northern Territory.

DESIRABLE

1. Previous experience in Local Government.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

5. ACKNOWLEDGEMENT

Chief Executive Officer:	Marc Gardner	Date Approved: 27/03/2024	Signature:
Employee Name		Date:	Signature: