

Position Description

Position Title:	Governance Officer (EA)	Position Type (FTE):	Full-time 1.0
Location:	Town of Walkerville Civic Centre	Department:	People, Governance & Risk
Award / Level:	SAMSOA / Level 4.2	Reporting to:	Team Leader People, Governance & Risk (TLPGR)

Special Conditions / Requirements:

Will require attendance for some out of hours requests to meet organisational demands when agreed between all parties and as directed by the TLPGR. Current driver's licence is essential. A police clearance is required to be maintained with this position and held current.

About The Town of Walkerville:

The Town of Walkerville is a small, dynamic and innovative Council, which serves a community of more than 8,000 residents in the eastern metropolitan region. The residents of the Town of Walkerville are represented by a Mayor and eight Councillors.

The Town of Walkerville values its staff and is committed to the principles of the mandatory Code of Conduct for Employees. As a staff member, you play a key role in demonstrating these standards in your daily interactions with customers, your manager and colleagues.

We will be known for our;

- Integrity and responsibility;
- Accessibility and responsiveness;
- Commitment to learning;
- Open and inclusive approach to decision making;
- Sustainable management of our natural and built environments.

Our Commitment to a Violence-Free and Gender-Inclusive Workplace:

We are dedicated to fostering a workplace where women are safe from any form of violence, and where gender equality is highly regarded and actively pursued. These values are upheld and promoted within our broader community

Description:

Reporting to the Team Leader Governance, People & Risk (TLPGR), the incumbent serves as the primary point of contact for internal and external matters pertaining to the CEO, Mayor and Council's Members. The incumbent must be organised and enjoy working within a fast-paced environment that is deadline driven and community oriented.

The incumbent will assist in the development, implementation, and monitoring of governance policies and procedures; coordinate the activities of governance committees and subcommittees; prepare and distribute meeting materials and minutes for governance committees; track and report on governance performance indicators; and support the organisation's compliance with all applicable laws and regulations.

The ideal individual will be an exceptional team player and will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative and organisational skills; and the ability to maintain a balance among multiple competing priorities.

Key Responsibilities:

- Prepare agenda's, attend and take minutes of Council, Council Committee meetings and / or Subsidiary Board meetings, which include;
 - Council
 - Audit & Risk Committee Meeting
 - Walkerville Community Committee
 - CEO Performance Review Committee
 - Sustainability Committee
 - Council and / or Committee Informal Gatherings

- Completes a broad variety of administrative tasks for the Mayor and CEO including:
 - managing calendar of appointments;
 - composing and preparing correspondence that is sometimes confidential;
 - arranging travel plans, itineraries and agendas as required;
- Plans, coordinates and ensures the Mayor's and CEO's schedule is followed and respected.
- Provide accurate and timely administrative support including preparation of miscellaneous documentation, memos, letters, reports, research material to the Mayor and Elected Members as required.
- Monitor telephone enquiries to the Mayor ensuring matters are being progressed and appropriate action taken.
- Responsible and accountable for adequately managing the official records created and received according to relevant legislation, policies and procedures.
- Attend meetings as required (some meetings will require attendance outside of regular hours).
- Set up the Council Chamber prior to all Council meetings, workshops and training activities.
- Set up rooms for CEO and / or Mayor in readiness for their meetings with internal and external stakeholders.
- Arrange for Council Members and / or staff catering as required.
- Work collaboratively across the organisation to collate agenda papers and reports for meetings.
- Ability to work as needed to support meetings outside normal working hours and to meet organisational requirements.

Position Requirements:

Qualifications / Experience

Essential:

- Experience with Microsoft Office Suite and Adobe Acrobat Pro;
- Experienced written and verbal communication skills;
- Driver's license or equivalent reliable transport method;
- Police clearance (ability to attain);
- Experience working in a compliance driven organisation;
- Possess sound knowledge of the Local Government Act;
- Political awareness, able to deal with sensitive issues with tact and diplomacy.

Desirable:

- Experience in SynergySoft records management systems.

Skills / Attributes

- High degree of personal integrity and deal with matters confidentially at all times;
- Ability to work autonomously and be self-motivated with a flexible work approach;
- Community minded and engaging;
- Demonstrated proactive approaches to problem-solving with strong decision-making capability;
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.

EXTENT OF AUTHORITY

In accordance with the *Local Government Act 1999* (the **Act**), this position has authority by the CEO to exercise powers and duties within the limits of the Act and in accordance with Council Policy.

DISCLAIMER

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

ACKNOWLEDGEMENT AND APPROVAL

Incumbent: _____

Signature: _____

Date: / /