KOGARAH CITY COUNCIL

Governance Officer

Permanent, Full-Time
35 Hours Per Week
$56,035-$63,388 Per Annum + 9% Super

An integral part of the Governance Department, you will provide professional input & support through undertaking research projects, interpreting legislation, preparing reports and other documentation.

You will also review Codes, Policies & Registers & manage access to information in accordance with relevant Acts, in addition to overseeing Council’s Business Paper production process.

Tertiary qualifications or nearing completion of study in business or a related discipline, high-level written and verbal communication skills and demonstrated experience undertaking complex research projects and report writing tasks are essential to your success.

We offer you a great culture, flexible working conditions for a positive work/life balance and fantastic career development opportunities.

For information on the above position please contact Cathryn Bush on 9330 9589.

Closing date for applications: Monday 14 September 2009

Applicants must obtain a position information package & address the essential & desirable selection criteria outlined in the Job Description. Phone 9330 9533 & follow the voice prompts or visit www.kogarah.nsw.gov.au/careers

Applications should be addressed to the General Manager, Kogarah City Council, Locked Bag No.8 KOGARAH NSW 2217 or jobs@kogarah.nsw.gov.au
**POSITION TITLE:** Governance Officer

**AWARD PLACEMENT:** Local Government (State) Award 2007

**GRADE RANGE WITHIN SALARY SYSTEM:** 25-30

**INTRODUCTION:** This Job Description and associated information should not be considered as comprehensive, complete and/or exhaustive in its description of responsibilities, criteria or outcomes. It is indicative only of the position. The incumbent can and will be asked to undertake duties within their competencies, skills, abilities and training that may not be necessarily mentioned in this document.

The position incumbent should be aware that their position within Council is dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected by Kogarah Council.

People and jobs evolve and develop and this Job Description is intended to facilitate this (as a living document) and the incumbent's involvement in this process is a critical element.

**FRAMEWORK IN WHICH THE POSITION FUNCTIONS:**

This position provides important and valued services that go towards achieving Kogarah Council's goals and objectives.

Kogarah Council has a Vision Statement:

“A viable and sustainable future in partnership with our community.”

Kogarah Council also has a Mission Statement that defines the overall scope of activities:

“To build on the diversity of our community.
To improve our natural and built environment.
To respond to changing community needs and expectations.”

The above statements are the cornerstone of all Council activities.

Council’s Management Plan affects the Vision and Mission Statements by cascading programs, objectives, outcomes and performance measures throughout the organisation. All staff must be aware of, and strive towards, achievement of Management Plan objectives.

**OBJECTIVE OF THE POSITION:**

1. To provide professional input and support to the Governance Department through undertaking research and preparing reports, correspondence and other documentation.
2. To provide assistance to the Manager Governance in all of his/her tasks including, but not limited to, providing support to the Mayor, Councillors and Directors, reviewing and keeping current Codes, Policies and Registers and managing public access to Council documents in accordance with Freedom of Information and Privacy and Personal Information Protection Legislation.
REPORTING RELATIONSHIPS:

REPORTS TO: Manager Governance

DIRECT REPORTS: Nil

STRUCTURE AND ROLE OF THE DEPARTMENT:

The Governance Department is part of the Governance and Corporate Services Directorate. Governance and Corporate Services provides support to the internal operation of the Council and comprises the following sections:

- Governance
- Customer Service
- Finance
- Property
- Information Technology & Telecommunications
- Records

The department is responsible for providing support and secretarial services to the organisation and elected Council.

DETAILS OF MAJOR TASKS:

1. Undertake research and prepare reports, memorandums, letters and other documents and correspondence as required by the General Manager, Director Governance and Corporate Services and Manager Governance.

2. Interpret legislation and implement the requirements of the various Acts.

3. Maintaining various registers of council including:
   - Pecuniary Interest Register
   - Disclosure of Interest Register
   - FOI Statement of Affairs
   - Summary of Affairs
   - Policy Register
   - Legal Document Register

4. Reviewing and updating Codes and Policies.

5. Processing Freedom of Information Applications, facilitating access to information under Section 12 of the Local Government Act and ensuring Council’s compliance with Privacy Legislation.

6. Coordinate the preparation of Management Plan quarterly reviews.

7. Conduct and organise the tender opening process.

8. Oversee the publishing and distribution of Council/ Working Party Business Papers and liaise with Administrative Assistant to ensure Business Papers and the Councillor Information Service are produced and distributed on time.


10. Prepare correspondence arising from meetings as delegated and follow up
correspondence where necessary, i.e. Council Minutes.

11. Ensure that venues for Council meetings are properly prepared including organising catering requirements and servicing of the Council Chamber and Councillors Room.

12. Attend Council and Working Party meetings as required, record proceedings and produce minutes.

13. Undertake project work as required and specified by the Director and/or Manager Governance.

14. Coordinate the indexing and binding of the Business Papers and Minutes of the Council Meeting with the external supplier.

15. Attend to all matters of correspondence as delegated.

16. Respond to enquiries from staff, Councillors and customers and provide excellent customer service.

17. Administrative duties including purchasing, invoice payments, records management, memos, letters and databases.

18. Ability to undertake the duties of the Manager Governance in his/her absence.

19. Other duties not specified above but appropriate to this position.

DELEGATIONS:

• As per Council’s delegations register.

INTERNAL AND EXTERNAL COMMUNICATIONS

INTERNAL
• Director of Governance and Corporate Services.
• Manager Governance.
• Administrative Assistant.
• Staff across all areas of Council.
• Mayor and Councillors.

EXTERNAL
• Customers.
• Residents/Groups.
• Solicitors.
• Suppliers of goods and services.
• Government Department/Authorities
PERSONAL SPECIFICATIONS:

QUALIFICATIONS AND EXPERIENCE

Essential
• Tertiary qualifications or nearing completion of study in Business or related discipline.

Desirable
• Experience in a similar role in a Local Government environment.

LICENCES
• Current NSW Class C Drivers Licence.

INTERPERSONAL SKILLS
• Excellent verbal and written communication skills.
• Strong negotiation skills with an emphasis on achieving positive results.
• Organisational skills.

JUDGEMENT AND PROBLEM SOLVING SKILLS
• The ability to be creative and think laterally for solutions.
• The ability to solve problems in the context of rapid change.
• The ability to focus on results and outcomes.

MANAGEMENT SKILLS
• Ability to achieve objectives within an established timetable.
• Ability to plan, organise, set priorities and manage time so that the use of the sections resources are optimised.

PERFORMANCE CRITERIA:
• Minimum complaints from Management and staff.
• Efficient service provided.
• Compliance with all OH&S Statutory requirements.
• Effective injury management.
• Provide timely and efficient response to issues and meet all prescribed deadlines.
• Continuous improvement in all aspects.
### Selection Criteria:

**Essential**
- Tertiary qualifications or nearing completion of study in Business or related discipline.
- High-level written communication skills.
- Ability to interpret legislation and implement the requirements of the various Acts.
- Demonstrated experience in undertaking complex research and report writing.
- Demonstrated ability to communicate effectively with people at all levels.
- Commitment to customer service and quality management.
- Ability to work in a team environment, as well as independently.
- Excellent verbal communication skills.
- Flexibility to work outside of and in addition to normal hours of work.
- Good keyboard skills and knowledge of Microsoft Office applications.

**Desirable**
- Degree level qualifications in Business or related discipline.
- Sound knowledge of Local Government & meeting procedures.
- Experience in a similar role in a Local Government environment.

### General Responsibilities:

**Quality Improvement**
- Participate in quality improvement activities and work practice reviews to enhance knowledge, skills, abilities and service delivery.

**Learning and Development**
- Attend Induction.
- Attend training in Manual Handling, Building Evacuation, Fire and other training activities specified by Management to enhance personal development and productivity requirements and as appropriate to the position of the employee and Council.

**Corruption Prevention**
- Report any suspected or actual fraud associated with the workplace.
- Not engage in any fraud, maladministration or waste at Council.

**Code of Conduct**
- Abide by the Kogarah Council Code of Conduct.

**Occupational Health, Safety & Rehabilitation Responsibilities**
- Work safely and ensure those around you work in a safe manner.
- Report all hazards, near accidents, incidents and actual accidents to your supervisor / manager.
- Identify and report and/or correct any actual and/or potential OHS&R hazards in or around the workplace.
- Comply with Council’s Smoke-Free Workplace Policy.
- Wear all appropriate personal protective equipment.
- Utilise safe manual handling techniques.
- Comply with Council’s Alcohol and Drug Policy.

**EEO, Cultural Diversity & Anti-discrimination**
- Promote and abide by EEO principles and practices.

**Performance Development**
- Participate in Kogarah Council Performance development program.
I have read and understand the above and agree to comply with all the requirements of this statement.

_________________________  __________________________
Employee                     Date

_________________________  __________________________
Manager                      Date

DATE UPDATED: August 2009