



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Governance Officer

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Executive	Level: 5
Reports to:	Coordinator, Governance	
Supervision of:	Nil	
Significant Working Relationships:	Chief Executive Officer Elected Members Executive Leadership Team Managers Governance Team members External stakeholders	

2. Position summary

Provide administrative and governance support to ensure the smooth and efficient operation of Council Communications and the Governance and Strategy Business Unit.

3. Community strategic objectives



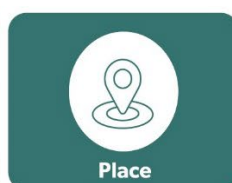
Planet



Prosperity



Performance



Place



People

4. Our values

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5. Key duties and responsibilities

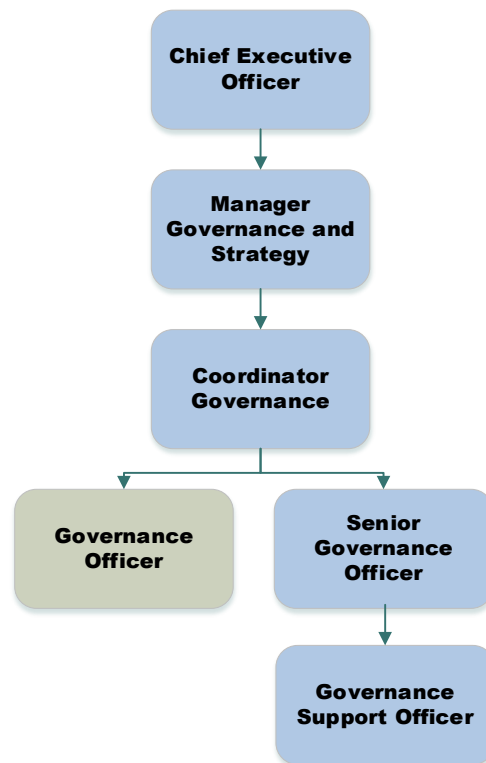
Key functions	Specific duties
Governance	<ul style="list-style-type: none">• Provide Governance and administrative support for the Governance and Strategy Business Unit as required.• Prepare Agenda, Minutes and other supporting documents for Council and Committee.• Provide administrative support for Council and Committee meetings, including the scheduling, preparation and live minute taking at meetings as required.• Assist with the delivery of training programs for Elected Members.• Serve as the main contact for all communications with Elected Members.
Customer service	<ul style="list-style-type: none">• Triage, and where appropriate, respond to requests for information or assistance from internal and external customers.• Develop and maintain professional relationships with internal and external stakeholders.• Work with colleagues in a collaborative way and provide coverage where required within the team to achieve team goals.• Provide administration support for Elected Members and the Governance Team obligations.• Maintain a detailed understanding of appropriate Council and organisational policy and procedures to ensure compliance and accuracy in advice and actions.
Compliance	<ul style="list-style-type: none">• Manage and store confidential and routine business information in systems to ensure data is stored, responded to and actioned appropriately.• Update and maintain compliance registers.
Other	<ul style="list-style-type: none">• Reasonable duties commensurate with classification level.• National Crime Check.

	<ul style="list-style-type: none"> • Current “C” Class Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire’s Work Health and Safety and risk management principles. • Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal. • Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

- Position operates under the general direction of the Coordinator Governance, within established guidelines, procedures and policies of the Shire.
- This position may be required to administer purchases and certify invoices in accordance with Policy and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Certificate IV in Business, Administration, Governance or equivalent with current experience in a similar role.
2. Proactive professional using initiative, judgement and independence to demonstrate self-sufficiency, flexibility and confidentiality.
3. Experience in providing confidential and comprehensive administrative support within a complex political environment to senior management.
4. Displays professional interpersonal, problem solving and negotiation skills and the ability to gain co-operation, assistance and the trust of others in delivering exceptional customer service.
5. Demonstrated research and analytical skills coupled with highly developed communication and writing skills to effectively compile complex correspondence, reports, documents and minute taking to a quality compliance standard.
6. Highly developed organisational and time management skills with experience in meeting deadlines, high attention to detail and dealing with conflicting and varied demands.
7. Ability to manage, prioritise and adapt to a changing work environment due to technological development, changes in work procedures and organisational change while maintaining a high level of quality and in a timely manner.
8. Ability to work as a self-managed team and as an effective team member and solve problems and conflict with others.
9. Excellent word processing skills and Proficient in the use of Microsoft Office applications and electronic programs.

Desirable

1. Working knowledge of compliance requirements under the *Local Government Act 1995*.
2. Knowledgeable in government and local government protocols and processes.
3. Ability to understand and implement policies, procedures and systems relevant to the position.
4. Experience in organising and facilitating event / function management.