



POSITION DESCRIPTION FORM

File No: PDF-0018039

POSITION IDENTIFICATION

Title:	Governance Officer	Level:	Level 4
Service Unit:	Governance	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Corporate & Governance	Date Effective:	1 October 2017
Reporting to:	Manager Governance	Date Last Reviewed:	1 December 2023

PURPOSE OF POSITION

- Responsible for accurate receipting of monies and preparing banking as the first point of contact on the customer service counter.
- Provide helpful and efficient service to all internal and external customers to reflect a positive corporate image of the organisation.
- Assist with executive level support with governance systems and processes to ensure compliance with the Local Government Act 1995, legislation and local laws.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Provide high quality administrative functions and efficient customer service / switchboard services for the organisation.
- Provide high quality preparation of correspondence and administration assistance to the organisation.
- Assist with the preparation of Council and Committee meeting agendas and taking of minutes.
- Assist with governance administrative functions requiring high level research skills, analysis of information and accuracy.
- Assist with the preparation of Council meetings, functions and presentations for the organisation.
- Provide effective and efficient customer service liaison and advice to all internal and external customers.
- Any other duties as required as directed by the line supervisor / manager.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor/manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, ratepayers and general public.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre [and Dardanup Office from time to time].

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

EXTENT OF AUTHORITY

This position operates under the direction of the Manager Governance within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality, particularly in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health & Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's Values, "Trust, Respect, Accountability, Customer/Community, Excellence, Support" within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

T RUST	R ESPECT	A CCOUNTABILITY	C USTOMERS & COMMUNITY	E XCELLENCE	S UPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person's unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

SELECTION CRITERIA

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| Essential: | <ol style="list-style-type: none"> 1. Accurate cash handling and receipting of monies with experience reconciling daily takings and banking. 2. Excellent interpersonal and customer focus skills. 3. Strong written and verbal communication skills. 4. Strong reception and switchboard skills. 5. Developed word processing skills to produce a variety of documents to a professional standard. 6. Sound research and report writing skills. 7. High level of organisational ability with the capacity to work unsupervised, manage priorities and meet deadlines under pressure. 8. Proven ability to prepare reports, meeting agendas and take minutes of meetings. |
| Desirable: | <ol style="list-style-type: none"> 1. Working knowledge of Local Government and Council's organisational structure. 2. Understanding of the Local Government Act 1995 and associated legislation and local laws. |