

Position Title	Governance Officer
Department	Corporate
Unit	Governance
Team	Governance
Supervises	Nil
Reports To	Coordinator Governance
Grade Range	F
Date Prepared	1/05/2018
Date Last Updated	1/11/2021

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The primary purpose of the Governance Officer is to provide expert administrative support in the areas of Governance, Council and Committee meetings and to provide access to information in accordance with the Government Information (Public Access) Act.


Accountabilities

- Manage and determine information requests made in accordance with the Government Information (Public Access) Act.
- Administer and undertake other access to information requests such as subpoenas.
- Provide high level skills in preparing reports for Council and the Executive Leadership Team as requested by Coordinator or Manager Governance.
- Oversee the operational maintenance of the Gifts and Benefits Register and Meeting Disclosures and Interactions Register.
- Support the Coordinator and Manager in a range of strategic projects as requested.
- Attend Council meetings for the purpose of minute taking and monitoring equipment
- Other duties as requested by Coordinator or Manager Governance.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Adept	<ul style="list-style-type: none"> • Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Personal Character		
Lead Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance

		<ul style="list-style-type: none"> • Seeks and responds well to feedback and guidance
Relationships		
Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/ units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Business Administration Certificate or equivalent

Essential Experience

- Extensive relevant work experience

- Proficiency with Windows applications, Microsoft Office and document management applications
- Good working knowledge of the Government Information (Public Access) Act, Privacy and Personal Information Protection Act and the Local Government Act
- Experience in making decisions in accordance with the Government Information (Public Access) Act
- Sound experience in preparing input for and coordinating the preparation of Council business papers including good working knowledge of Infocouncil software system
- Proficiency in minute taking at meetings
- Ability to manage conflicting priorities to meet deadlines and work under pressure in a multi-functional environment
- High level of interpersonal, written and communication skills
- Demonstrated high level of attention to detail and quality control.

Desirable Qualifications and or Experience

- Clear understanding of public relations and promotion of Council services and facilities
- Excellent customer service skills
- Proficiency with IT systems including iShare, QPulse and meeting recording systems

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: Click to Specify Licence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>