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LOWER EYRE COUNCIL
POSITION DESCRIPTION

1.	**POSITION TITLE:**	Governance Administration Officer
2.	**AWARD:**	Local Government Municipal Officers Award
3.	**LEVEL:**	3 – 4 (Dependent on skills)
4.	**DEPARTMENT:**	Corporate Services

5. POSITION OBJECTIVES

The purpose of the position is aimed at ensuring the following:

- The Director Corporate Services & Community is provided with high quality, effective administration support.
- Records of Council are maintained efficiently, effectively and in compliance with relevant legislation and assistance is provided with the electronic records system.
- Council meets its compliance and Governance responsibilities in a timely and efficient manner.
- The position also acts as Secretary to Council's Section 41 Committees and provides governance and administrative support to those bodies as required.

6. KEY RESPONSIBILTIES

Governance & Compliance
Major Actions
1. Assist with the administration and review of legislated council management plans and registers.
2. Coordinate the review of Council policies and procedures, checking currency against applicable legislation or guidelines and ensuring input from relevant departments and stakeholders.
3. Manage and maintain Council's delegation register, ensuring staff understand their obligations and sign delegations within a timely manner.
4. Manage the lease registers of council, coordinating review with relevant managers ahead of expiry and providing advice on lease requirements as required.
How success will be measured:
• Legislated management plans and registers are updated, reviewed and presented to stakeholders in line with legal requirements.
• Council's delegation register is reviewed in line with legislated requirements and staff are provided with accurate and timely authorities as required.
• Council leases are pro-actively managed and managers are provided with support and advice to ensure best practice is maintained.
• Council policies and procedures remain current and available to all stakeholders as required.

6. KEY RESPONSIBILTIES Cont'd

Records Management
Major Actions
1. Administer Councils Electronic Document Management Records System (EDRMS), ensuring best practice and ongoing compliance across the council team.
2. Train new staff in use of the EDRMS and ensure ongoing audits of records are undertaken on a regular basis to ensure compliance and design training programs for ongoing staff.
3. Proactively maintain, sentence and administer the transition of Council's paper records.
How success will be measured:
• Council's ERDMS is actively managed and maintained
• Hard copy records are regularly sentenced and actively destroyed in line with legislation and best practice requirements.
• Council staff are regularly audited for compliance and actively trained in the requirements of the system and councils adopted standards for records management.
Administration
Major Actions
1. Reliable, efficient, and high-level administration is undertaken in relation to the work areas and support is provided to the Director Corporate Services & Community
2. Records are accurately managed, maintained and recorded in council's records system in line with required processes.
3. Correspondence and reports are prepared in line with Councils corporate and writing style guides.
4. Collate data as required for special projects to assist other departments within Council.
5. Assistance is provided with Human Resource management administration as required.
6. Support / administration in HR recruitment is provided to council.
7. The performance review program of council is coordinated efficiently.
8. Act as the primary relief for the Executive Assistant as required.
How success will be measured:
• Records are managed, created, captured, and disposed of in accordance with Council policies, procedures, and State Records legislation.
• The Council performance review program is effectively coordinated, with review documentation distributed, tracked and completed in accordance with established schedules.
• HR administration and recruitment support activities are completed accurately, confidentially and within required timeframes.
Communications and Media support
Major Actions:
1. Support the EA in the maintenance of Council's website presence, ensuring relevant departments contribute and update relevant information systematically, professionally and accurately.
2. Support the coordination and implementation of Council's social media presence, including the creation of standards, templates and processes for relevant staff and provide training to staff on those processes.
How success will be measured:
• Council's website contains current, accurate information.
• Social media accounts provide consistent and accurate information for the public, with activities managed and coordinated across the staff cohort to ensure the number of posts are not excessive and lose the interest of the public.

6. KEY RESPONSIBILTIES Cont'd

Customer Service
Major Actions
1. Customers are provided with timely and accurate information
2. Customer request systems are maintained effectively and accurately
How success will be measured:
• Customers have been treated with dignity and respect in line with the staff values
• Customer request records are completed in line with established business practices
Work Health & Safety (all staff)
Major Actions
1. Comply with the requirements of a safe working environment by following the safety program and applying safe working principles.
2. Be aware of, and actively undertake the responsibilities assigned to your role within WHS policies and procedures.
How success will be measured:
• Participation and being proactive in safety related programs
• Completion of required safety related training
• Reporting of all near misses, incidents, and accidents
• Undertaking the duties associated with the position within WHS policies and procedures.
Section 41 Committees (Excluding the Audit and Risk Committee)
MAJOR ACTIONS
1. Act as Secretary to Council's Section 41 Committees.
2. Assist with the review and administration of Committee Terms of Reference, operating procedures and reporting requirements as required.
3. Coordinate the preparation and distribution of agendas, reports and supporting documentation for Section 41 Committee meetings.
4. Attend meetings and prepare accurate minutes, recommendations, resolutions and action lists.
5. Monitor and follow up actions arising from Committee meetings.
6. Maintain Committee records and governance documentation.
7. Provide governance and administrative support to Committee Chairs and Committee members.
8. Coordinate reporting from Committees to Council and facilitate communication between Committees and Council administration.
How success will be measured:
• Committee agendas and minutes are prepared accurately and within required timeframes.
• Committee actions are monitored and completed in a timely manner.
• Committee records are maintained appropriately
• Committees receive professional governance and secretariat support

6. KEY RESPONSIBILTIES Cont'd

Cummins Homes Management
MAJOR ACTIONS
1. Assist with the preparation of agendas, minutes and reports, including draft recommendations, ensuring information is accurate and provided within required timeframes.
2. Assist with periodic reviews of the Cummins Homes Strategic Plan, including sourcing information and professional advice from internal or external stakeholders as required.
3. Assist in identifying and reporting emerging or unexpected issues at the Homes, including gathering information and preparing options or recommendations for the Director's consideration.
4. Assist with the day-to-day administration of Cummins Homes, including actioning matters received from the appointed real estate agent such as tenant enquiries, routine inspections, maintenance requests and lease documentation, referring matters to the Manager where required.
How success will be measured:
• Agendas and minutes are prepared in accordance with legislated timeframes to a high level of accuracy and actions arising from the meetings are addressed in a timely manner.
• Administrative support is provided to assist with consultation and liaison with the rental agent as required.
• Policies, procedures and plans are reviewed and updated within agreed timeframes, under the direction of the Manager
• Matters received from the real estate agent are actioned or referred to the Director in a timely manner, with appropriate follow-up undertaken.

7. POSITION REQUIREMENTS

7.1 Knowledge

a) Working knowledge of programmes, policies and activities of the work areas.
b) Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) and web technologies;
c) Knowledge of Section 41 Committees and local government committee administration (desirable).
d) Basic understanding of various legislation relevant to Local Government Administration;
e) Basic working knowledge of spreadsheets and database functions; and
f) Good understanding of Council Administrative functions.

7. POSITION REQUIREMENTS Cont'd:

7.2 Skills

a) Professional competence and commitment to the position.
b) Ability to relate to a wide range of people;
c) Ability to manage competing priorities;
d) Able to adopt innovative approaches, new ideas and opportunities;
e) Consistent and effective problem solving and decision making;
f) Professional competence and commitment to the position;
g) High level of verbal communication skills including liaison, negotiation, conflict resolution, information sharing with staff, team members and customers;
h) Effective written communication skills related to correspondence and preparation of reports;
i) Effective time management skills to prioritise and organise tasks to meet organisational and team objectives and deadlines;
j) Ability to exercise initiative and sound judgement and, in particular, handle confidential and sensitive matters appropriately;
k) Ability to work as a cooperative team member and able to gain trust, cooperation and assistance of staff and Council to establish effective networks and achieve the directorate's objectives;
l) Strong commitment to the provision of high level customer service and contributing to establishing strong community relationships;
m) High level of interpersonal skills and work ethics;
n) Willingness to receive and respond to constructive feedback;
o) Ability to adapt to change and willingness to embrace new strategies and techniques;
p) Willingness to participate in and contribute to effective team dynamics and team initiatives;
q) Ability to be flexible where required.

7.3 Experience & Qualifications

a) Completion of Year 12 or the appropriate equivalent;
b) Driver's license;
c) Training and experience in the use of Microsoft Software Packages;
d) Training will be provided to the officer by way of:
   - Identified Local Government sector training courses in relation to key focus areas
   - On the Job Training and support will be provided by an experienced officer
e) Experience in clerical procedures, file management and all aspects of meeting procedures and administration.

8. ORGANISATIONAL RELATIONSHIP:

1 Supervision is provided by the Manager Corporate Services
2 Directly responsible to the Director Corporate Services & Community.
3 Provides relief to the Executive Assistant
4 Required to liaise and consult with all levels of staff in relation to the preparation of policies and procedures.
5 The employee will liaise with Council Officers, Residents, Developers, Government Agencies and Elected Members as appropriate.

9. AUTHORITY

The person holding the position is authorised to take any reasonable action to carry out the responsibilities and functions of the position in line with delegations made by the Council and Chief Executive Office.

10. ACCOUNTABILITY

The person holding the position is accountable for fulfilling the Objectives and Key Responsibilities as set out in this job description.

11. DECISION MAKING AUTHORITY

No financial delegation has been provided to this position.

12. PERFORMANCE INDICATORS:

Performance will be measured and assessed against the position responsibilities and objectives set during annual performance appraisals.

I, _____, understand and agree to the requirements set out in this Job Description.

Signature: …….

Date ……