



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE:	Governance Officer
LEVEL:	L4/5 (\$60,369 – \$68,539 per annum)
TERM:	Full Time Permanent
REPORTING TO:	Governance Coordinator
LOCATION:	Alice Springs (with an obligation to travel to remote service deliver centres)

OBJECTIVES OF THE POSITION:

This position is responsible for supporting the Governance Coordinator in discharging corporate governance responsibilities. The supportive duties include operational and strategic work and projects in governance capacity of elected members and staff, administrative support of Council and Local Authorities.

DUTIES AND RESPONSIBILITIES:

As instructed by the Governance Coordinator to perform the following duties in a supportive role and as delegated:

1. Promoting best practice corporate governance and management protocols.
2. Ensuring the Regional Council complies with all statutory and non statutory governance requirements including reporting to relevant government departments after the Director's approval,
3. Provide support to ceremonial and civic events across the Regional Council.
4. Provide administrative support which involves:
 - Arranging the meeting of and support of Council, Local Authority and relevant committee meetings in various locations throughout the Regional Council,
 - Arranging travel and accommodation for elected members including the provision of travel allowances,
 - Preparing Council agendas and minutes,
 - Arranging for briefings and background information on relevant issues for elected members,
 - Preparation of submissions, correspondence, reports and returns covering a broad range of corporate management and governance issue as and when directed;
 - Arranging for elected member professional development courses and capacity building programs,

5. Report against financial and service delivery benchmarks,
6. Facilitate Council elections.
7. Assisting in the preparing of Annual Report/ Community plans/ Newsletter and other documents requested
8. Ensure maintenance and accurate current information on the Regional Council's website
9. Other duties and special projects as directed by the Governance Coordinator.

SELECTION CRITERIA

Essential

- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment
- Proven ability to play a supportive role in the delivery of corporate, risk management, general and change management, strategic planning, project management, negotiation and management of contracts,
- Proven oral and written skills with high level computer literacy necessary for the role,
- Personal initiative and the ability to work with little supervision
- A Local Government, Business/Management qualification or other appropriate tertiary qualification or equivalent experience.
- A willingness to travel to rural and remote service delivery centres (9 communities in Central Desert Regional Council).
- Demonstrated high level office administration skills and experience

Desirable:

- Proven knowledge of Local Government in the NT or other State.

POSITION ATTRIBUTES:

Level 4/5

Authority and accountability: Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.

Judgment and problem solving: The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

Specialist knowledge and skills: Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant,

machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.

Management skills: Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.

Interpersonal skills: Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.

Qualifications and experience: Positions require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include:

- A Local Government, Business/Management qualification or other appropriate tertiary qualification or equivalent experience.
- extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.

Note to Candidates

The Governance Officer will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. Applications will not normally be acknowledged on receipt.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.