

Position Description

POSITION TITLE	Governance Advisor
POSITION NUMBER	101201
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 7
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Office of the CEO
LOCATION/S	Alice Springs
SUPERVISOR	RM, Executive Services and Economic Development
POSITIONS SUPERVISED	This position has 1 direct report.

PRIMARY OBJECTIVE

The Governance Advisor is mainly and fundamentally responsible for maintaining compliance with the Local Government Act, managing projects in a governance capacity relating to elected and appointed members and employees and administrative support of Council and Local Authorities in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

- Leadership and management of the following Council services:
 - Elected member and Local Authority support; and
 - Governance and compliance.
- Support the CEO and Directors in the oversight, management and administration of agendas, minutes, managing committee membership, reviewing and developing committee terms of references and Councilor induction materials.
- Annually review and maintain Council's governance framework documents, materials and resources.
- Prepare high quality governance briefings, proposals and reports for Council and its Committees and prepare detailed briefings for the CEO on governance matters as required.
- Build and maintain effective relationships with key internal and external stakeholders to ensure effective communication of governance requirements.
- Facilitate Council elections by supporting community engagement activities required for the development of council plans.
- Provide expert, program specific, professional administrative service to management, internal and external customers and clients.
- Ensure that Council is compliant with the Local Government Act in terms of policy and meeting requirements.
- Be engaged in an effective and proactive health, safety and wellbeing culture.
- Any other reasonable duties delegated by the Chief Executive Officer which are within level.

SELECTION CRITERIA

Essential

- Degree in related discipline or equivalent transferrable experience.
- Demonstrated ability to operate in a high-volume work environment with competing demands and strict deadlines while exercising flexibility in managing workload and issues within changing parameters, at all times displaying diplomacy and discretion.
- Demonstrated advanced experience in MS Office, especially in creating, formatting and editing complex Word and Excel documents.
- Exercising astute judgement, initiative, understanding the application of proper process in effectively managing confidential and sensitive information that has the potential to impact on organisation objectives or reputation.
- Ability to liaise with the Directors, Managers, employees and Councillors to progress organisational matters.
- Knowledge of the Local Government Act, and or experience working in Local Government.
- An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
- Current Class C Licence.
- Ochre Card.
- Acceptable Police Check.

Desirable

- Minimum 3 years experience working in a Corporate Governance role within Local Government.