

Diamantina Shire Council

POSITION DESCRIPTION



1.0 TITLE:	Governance Officer
2.0 AWARD:	Queensland Local Government Industry Award (Stream A) - State 2017
3.0 AREA:	Administrative, technical, community service, supervisory and managerial services
4.0 DESCRIPTOR	Administrative
5.0 CLASSIFICATION:	Level 4
6.0 DEPARTMENT:	Corporate Services
7.0 BRANCH:	Governance
8.0 LOCATION:	Bedourie

11.0 POSITION OBJECTIVE

Provide effective and compliant governance and risk management functions and ensure that the requirements and practice of good governance is embedded throughout the organisation.

12.0 REQUIREMENTS OF THE JOB

a) Skills

- High-level time management, organisational and planning skills with an ability to prioritise tasks
- Experience using Microsoft Office Suite, particularly with Microsoft Word and Outlook, records management systems and integrated financial and management systems.
- Ability to maintain strict confidentiality and discretion.
- High-level word processing skills with attention to detail.
- Demonstrated problem-solving skills, including dealing with emergent and priority issues.
- Demonstrated a high level of oral and written communication skills.
- Ability to research and analyse information in order to prepare draft correspondence, reports and policies.
- High-level internal and external customer service skills.
- Ability to work with minimal supervision with accuracy and good attention to detail
- The ability to interpret and follow instructions

b) Knowledge

- Knowledge of risk management processes
- Knowledge and understanding of continuous improvement principles.
- Knowledge of Queensland Local Government Act 2012
- A thorough understanding of how to maintain a safe working environment
- Quality Assurance requirements and procedures

c) Experience and/or Qualifications

- Demonstrated experience in continuous improvement, developing procedures and controls.
- Demonstrated commitment to providing high-quality services to internal and external customers, focusing on continuous improvement.
- Project management experience
- Current "C" Class Drivers Licence.

- Previous Local Government experience
- Certificate 4 in Local Government or Local Government Investigations or similar (or willing to undertake).

KEY RESPONSIBILITIES OF THE POSITION

- Establish high levels of accountability, governance and probity.
- In accordance with legislation, assist with research for Council policy development.
- Maintain and monitor Council's compliance calendar
- Assist with preparing Council Annual Report in conjunction with other officers.
- Assist with coordinating Council election process
- Undertake an annual review of delegations and update as necessary
- Under advice, review, implement, monitor and report on recommendations by the Governance Manager or other executive leadership team
- Respond to changes to legislation, policies and procedures effectively and quickly, identifying and implementing responsive actions to ensure compliance.
- Processing and responding to environmental applications, including land management, food licences
- High-level administration support, including records and systems management
- Ensure the preparation, completion and distribution of high-quality Council meeting notices, agendas and minutes in accordance with statutory timeframes.
- Demonstrated experience in meeting timeframes and addressing conflicting priorities.
- Deliver high-level customer service to internal and external customers, including processing incoming calls, enquiries and complaints in a professional manner.
- Provide high-level administrative assistance to Governance Manager and the executive leadership team where required.
- Assist with records management and archiving
- Maintain the confidentiality of information gained during the course of employment with Council.
- Perform other Council work within your capabilities as directed

Workplace Health and Safety Responsibilities

Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

Quality Management

Ensure obligations and responsibilities are met within Council's quality management framework.

13.0 KEY SELECTION CRITERIA

- 1) Strong interpersonal, verbal and written communication skills with a strong commitment to customer service and teamwork;
- 2) Medium level of computer literacy with Infoexpert/Magiq and Synergy Soft (an advantage) and also with MS Office suite with a sound knowledge of standard office equipment;
- 3) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines;
- 4) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and Workplace Health and Safety;
- 5) Current Qld driver's licence

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before the appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

1.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs					<input type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cold	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION					
Noises	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting		Driving		Hearing	<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None		<input type="checkbox"/> None		Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional		<input type="checkbox"/> Occasional		Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs		<input type="checkbox"/> 1-4 hrs		Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs		<input type="checkbox"/> 4-6 hrs				Simple Grasping	<input type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs		<input type="checkbox"/> 6-8 hrs					

14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Governance Manager

Internal Liaisons: All departments and staff

External Liaisons: Federal, State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

15.0 EXTENT OF AUTHORITY

As per Council's Organisational Structure.

16.0 APPROVALS

Approved by: Vicki Thiel
Acting Director of Corporate Services

Signed: _____

Date: ____/____/____

I, _____, have read and understood this Position Description – Governance Officer.
Level 4 and accept the objectives and responsibilities of this position.

Signed: _____

Date: ____/____/____

Print name: _____