

Governance Officer – Part Time

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- Permanent part-time (20 hours per week | Monday to Friday | flexible work arrangements considered)
 - Great team and excellent working conditions
 - Local Government Industry Award 2020 | Competitive salary plus superannuation.
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The Position

The Shire of Irwin has a rewarding opportunity for a motivated individual with high attention to detail to undertake the role of Governance Officer on a part time basis. Reporting to the CEO, the Governance Officer is responsible for the application of a robust governance framework which is well managed and provides consistency in connecting the Shire's statutory requirements, corporate policies and procedures and upholds our legislative obligations.

About You

Together with an excellent work ethic you will have:

- High level communication and interpersonal skills including ability to liaise effectively and courteously with others;
- Excellent written communication skills including report writing and policy drafting;
- Strong administrative and organisational skills with the ability to work to deadlines in a timely manner;
- Ability to work both in a team environment and unsupervised, with a high degree of self-motivation and initiative.
- Computer literate and well versed with the Microsoft Office suite of applications.
- Ability to adapt to and learn new software applications;
- Knowledge of Local Government Act and regulations is desirable.

The position is classified at Level 7 with an above award salary commencing at \$71,832.98 gross per annum plus superannuation (*pro rata*).

Interested? Confidential enquiries can be made to Human Resources on telephone 08 9227 0000.

How to apply

Applicants are required to submit a cover letter, resume and answer the selection criteria detailed above. Applications can be emailed to hr@irwin.wa.gov.au. Please refer to the Application Package available on our website at www.irwin.wa.gov.au for full details of the position.

The successful candidate will be required to provide proof of eligibility of working rights in Australia; hold a National Police Clearance (no older than 6 months) and willing to undergo a pre-employment screening which includes a medical and drug and alcohol testing.

Applications close at 5:00 pm on Friday 17 March 2023

The Shire of Irwin reserves the right to commence shortlisting prior to the closing date.

The Shire of Irwin is proud to be an equal opportunity employer committed to providing a safe and inclusive work environment.

Shane Ivers

Chief Executive Officer
Shire of Irwin