

| 1.0 Position Details   |   |
|------------------------|---|
| Position Title         | <b>Governance Officer</b>   |
| Classification         | Level 7   |
| Employment Type        | Permanent Part Time 20 hours per week (flexible)  |
| Award                  | Local Government Industry Award 2020  |
| Reporting to           | Chief Executive Officer   |
| Department             | Office of the Chief Executive Officer   |
| Location               | Shire Administration Office, 11-13 Waldeck Street, Dongara, WA  |
| Supervision            | Nil   |
| Internal Relationships | Chief Executive Officer, management, staff and Councillors  |
| External Relationships | Local government authorities and consultants  |
| Extent of Authority    | This position operates under the direction of the Chief Executive Officer within established guidelines, procedures, and policies of the Shire and statutory provisions of the <i>Local Government Act 1995</i> . |

| 2.0 Position Objective  |
|---|
| Responsible for managing governance activities for Council and to ensure awareness, and practices to stakeholders across the business, and undertake projects throughout to aid with the development of policies and processes which reflect the Shire's vision and organisational direction. |

| 3.0 Position Specific Tasks and Activities |  |   |
|--|--|---|
| KEY AREA                                   | DUTIES AND RESPONSIBILITIES  | KEY PERFORMANCE INDICATORS  |
| <b>Governance</b>                          | <ul style="list-style-type: none"> <li>Deliver a contemporary and highly effective governance service implementing and promoting accountability, efficiency, transparency and compliance throughout the organisation.</li> </ul>   | <ul style="list-style-type: none"> <li>Governance is maintained in accordance with the Local Government Act 1985 and associated regulations and legislation.</li> </ul> |
|  | <ul style="list-style-type: none"> <li>Manage the various governance systems required within Council's operations and provide advice and support to Elected Members and management to ensure compliance with the <i>Local Government Act 1995</i>, Regulations and all other relevant legislation, Policies and Procedures.</li> </ul> |   |
|  | <ul style="list-style-type: none"> <li>Interpretation of facts and other legislation as required including the Local Government Act 1995;</li> </ul>   |   |

### 3.0 Position Specific Tasks and Activities

| KEY AREA                      | DUTIES AND RESPONSIBILITIES  | KEY PERFORMANCE INDICATORS   |
|-------------------------------|--|--|
| <b>Governance</b><br>(cont'd) | <ul style="list-style-type: none"> <li>▪ Maintain all relevant registers and similar documents, relating to Council's Elected Members and employees;</li> </ul>  |  |
|                               | <ul style="list-style-type: none"> <li>▪ In liaison with the Chief Executive Officer review, amend and update the delegations register annually and as required</li> </ul>   | <ul style="list-style-type: none"> <li>▪ The Delegation Register is maintained at all times.</li> </ul>  |
|                               | <ul style="list-style-type: none"> <li>▪ Coordinate and manage Freedom of Information requests;</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Requests are fulfilled in accordance with the</li> </ul>  |
|                               | <ul style="list-style-type: none"> <li>▪ Arrange for training to improve the governance and leadership capacity of Elected Members and Council management as directed by the CEO and provide training to stakeholders throughout the Shire.</li> </ul>                                       | <ul style="list-style-type: none"> <li>▪ Governance training is delivered on a regular basis throughout the year to improve knowledge and leadership capacity.</li> </ul>              |
|                               | <ul style="list-style-type: none"> <li>▪ Liaise with the WA Local Government Association (WALGA) and other relevant agencies in relation to activities such as elected member representation on various bodies and other local government industry policy and procedural matters;</li> </ul> | <ul style="list-style-type: none"> <li>▪ Elected members are provided opportunity to attend activities.</li> </ul>   |
|                               | <ul style="list-style-type: none"> <li>▪ Ensure communication between WALGA, Department of Local Government, other government agencies and Elected Members;</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Up to date information is provided to Elected Members.</li> </ul>   |
|                               | <ul style="list-style-type: none"> <li>▪ Manage the electoral processes for the Shire of Irwin community; and</li> </ul>   | <ul style="list-style-type: none"> <li>▪ The electoral process is managed with efficiency with direction from the CEO and in accordance with the Local Government Act 1995.</li> </ul> |
|                               | <ul style="list-style-type: none"> <li>▪ Maintain a good working relationship with Council's Elected Members, partners and stakeholders</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Harmonious working relationships are fostered with Elected members and stakeholders.</li> </ul>   |
|                               | <ul style="list-style-type: none"> <li>▪ Operate within budget and resource constraints, monitoring and reporting as required by the Chief Executive Officer; and</li> <li>▪ Contribute in preparation of the Council budget as it relates to the role and associated activities.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Financial policies and procedures are adhered.</li> </ul>   |
| <b>Other</b>                  | <ul style="list-style-type: none"> <li>▪ Undertake other duties as directed by the Chief Executive Officer within known skills, knowledge and capabilities.</li> </ul>   |  |

| 4.0 General Position Requirements    |   |
|--------------------------------------|---|
| <b>Ethical Behaviour</b>             | Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.   |
| <b>Work Health and Safety</b>        | Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.   |
| <b>Risk management</b>               | Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.                  |
| <b>Human Resource and Leadership</b> | Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.  |
| <b>Records Management</b>            | Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.  |
| <b>Strategic Vision</b>              | Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required. |
| <b>Values we are committed to</b>    | Creates and maintains a positive working environment while upholding the Shire's values of:<br><br>   |

| 5.0 Behavioural Competencies |   |
|------------------------------|---|
| VALUE DESCRIPTION            | EXEPECTED BEHAVIOURS  |
| <b>Innovation</b>            | <p><b>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</b></p> <ul style="list-style-type: none"> <li>▪ I look for better ways of doing things.</li> <li>▪ I am open to feedback and change</li> <li>▪ I encourage and embrace new ideas</li> <li>▪ I foster creativity and think outside of the box</li> <li>▪ I am solution focused.</li> </ul>                             |
| <b>Accountability</b>        | <p><b>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</b></p> <ul style="list-style-type: none"> <li>▪ I lead by example</li> <li>▪ I learn from my mistakes</li> <li>▪ I am responsible for my actions</li> <li>▪ I am committed to achieving my goals</li> <li>▪ I acknowledge positive behaviour and successes</li> </ul>  |
| <b>Integrity</b>             | <p><b>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</b></p> <ul style="list-style-type: none"> <li>▪ I am fair and consistent</li> <li>▪ I am honest, trustworthy and reliable</li> <li>▪ I effectively and actively communicate</li> <li>▪ I conduct myself in a professional manner</li> <li>▪ I am loyal and committed to the organisation</li> </ul>               |
| <b>Respect</b>               | <p><b>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</b></p> <ul style="list-style-type: none"> <li>▪ I am considerate of the needs of others</li> <li>▪ I genuinely listen when others communicate</li> <li>▪ I respect the roles and opinions of others</li> <li>▪ I treat others how I wish to be treated</li> <li>▪ I support, help and encourage my colleagues</li> </ul> |

## 6.0 Skills, Experience and Qualifications

### SELECTION CRITERIA – ESSENTIAL REQUIREMENTS

#### Essential

##### Skills

- Demonstrated experience of 5+ years working experience in a similar role.
- Good practical management/leadership skills and people skills acquired at a senior level.
- 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.
- Sound political acumen and judgement

##### Pre-Employment Screening

- Proof of working rights in Australia via copy of Australian birth certificate or passport.
- Current unrestricted WA 'C' Class drivers' license.
- National Police Clearance less than 6 months old, or ability to obtain.
- Willing to undertake a pre-employment medical assessment.

##### Desirable

- Previous experience in local government.
- An understanding of the *Local Government Act 1995*.

##### Attributes

- Highly motivated and analytical with attention to detail.
- Demonstrated ability to develop and deliver appropriately targeted services, which meet the needs of the community.
- Ability to work with a wide range of service providers within a diverse rural region.
- Ability to prepare written reports and presentations.
- Aptitude for learning to use new software.

## 7.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

|              |               |
|--------------|---------------|
| Date:        |               |
| Name:        |               |
| Signature:   |               |
| Review Date: | February 2023 |



### Recruitment

The Shire of Irwin is an equal opportunity employer, promoting a workplace that values and fosters the diversity of our staff. We strongly encourage applications from people from culturally diverse backgrounds, people with disability, and people of all ages.

With a variety of employment types the Shire has positions which include full and part time, casual, fixed term contract, apprenticeships and traineeships.

The Shire of Irwin is committed to ensuring that our recruitment and selection process is fair and equitable. We ask that you read through this document to familiarise yourself with the various stages of recruitment.

### Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job.

- It is important to be thorough in your research of the position before making application and be sure you have read through the Job Vacancy Package which will contain the Position Description, so you have a clear understanding of the job requirements. It is important to view the competencies in the position description to address in detail your qualifications, skills and experience aligned to those competencies listed.

Your application will need to contain the following documents:

- Covering Letter which provides an opportunity to introduce yourself and highlight your capabilities and your interest in this position
- Resume to include your name, address and contact details; your work history; education, qualifications and achievements.
- Closing Date: Your application is to be received prior to the closing date.

### Selection Process

The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel to seek the best person for the position. The overarching principles of merit, ethical behaviours, respect, fairness and natural justice will apply to all selection processes where there will be no unlawful discrimination.

- After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised.
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.
- This part of the process may take up to three weeks after the closing date.

### Interviews

- All interviews will be conducted by the same panel members and assessed in the same manner.
- Generally, interviews will consist of a panel of three members including a representative from Human Resources.
- You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.
- During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.
- At the end of the interview you will be informed when to expect to the next point of contact. This notification can be either via phone or email correspondence.

### Pre-employment Screening

Successful candidates will be requested to undertake pre-employment screening which includes your eligibility to work in Australia, a pre-employment medical assessment, a National Police Clearance Certificate less than 6 months old, formal verification of employment history and detailed reference checking with past employers and formal verification of all claimed qualifications. Upon completion an offer of employment may be made.

**Good Luck in your application!**