

# Governance Officer

## Position Description

<b>Position</b>	Governance Officer
<b>Work Location</b>	Administration Building, 23 West Street
<b>Directorate</b>	Executive Services
<b>Section</b>	Governance
<b>Reports to</b>	Coordinator, Corporate Governance and Disaster Management
<b>Annual Salary Band</b>	\$82,801.00 - \$88,164.00
<b>Classification</b>	Level 4, Mount Isa City Council Certified Agreement 2018
<b>Engagement Type</b>	Full-time, Temporary 12 months

### POSITION OBJECTIVE

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To provide a wide range of corporate and governance functions to Council, ensuring compliance with relevant legislation. The role also assists the Coordinator in the provision of support, and training to elected members and employees in governance related matters.

### POSITION REQUIREMENTS

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- Demonstrated ability to understand Council policies, procedures, and document control.
- Demonstrated ability to interpret and apply legislation relevant to Local Government.
- Ability to understand and maintain corporate registers and delegated authority requirements.
- Ability to produce high level written reports of a complex nature.
- Proven analytical skills including problem solving, and identifying relevant information.
- Excellent communication and interpersonal skills.
- High level planning, organisational and time management skills.

### KEY RESPONSIBILITIES

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This position is responsible for the following areas and includes but is not limited to:

- Provide administrative support to the Corporate Governance Coordinator.
- Prepare quality written reports and memorandum and provide advice across official information, customer complaints, statutory compliance, and delegations.
- Provide training in governance policies and procedures.
- Contribute to the creation and review of policies and procedures.
- Assess and support Council's compliance with relevant local government statutes.
- Coordinate the management of customer complaints in accordance with Council's Customer Complaints Policy.
- Maintain Council's Delegations Registers and memos.
- Coordinate Authorised Person's identification cards and ensure that staff have the relevant delegations in place to undertake their role.
- Assist in the coordination of Audit and Risk Committee Meetings, including the preparation of agendas and minutes.
- Manage governance record keeping requirements.

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- Create and maintain Council executive registers.
  - Assist in the preparation of Council's Corporate Plan, Operational Plan, and the Annual Report.
  - Assist with managing official information and privacy act requests.
  - Assist with Local Disaster Management.
  - You are required to follow any other lawful and reasonable directives provided by your supervisor or more senior officer.

*Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.*

#### **KEY PERFORMANCE INDICATORS**

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- Provision of professional advice in accordance with legislation and industry standards.
- Promotes and assists departments to ensure Council is compliant with all corporate and governance requirements.
- Ensure the appropriate delegations, authorised person identification, and training are provided to required positions.
- Ensure all registers are accurately maintained and information is disseminated and reported as required.
- Develops, promotes, and complies with Council policies and procedures.

#### **WORK HEALTH AND SAFETY**

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All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures and work instructions.

## HOW TO APPLY

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### What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.

## WE AT ISA...

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We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

Creation Date	2 November 2020
Review Date	22 March 2024
Contact	Murray Thompson – Coordinator, Governance and Disaster Management
Closing date	5 April 2024