

POSITION TITLE:	Governance Officer	CLASSIFICATION:	Band 6
REPORTS TO:	Senior Governance Officer	DIRECTORATE	Office of the CEO
DEPARTMENT:	Governance and Public Affairs	TEAM:	Governance

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The Governance Officer is a vital role in ensuring the integrity, transparency, and accountability of Council's operations. This position is integral to the coordination and administration of Council business, including Council meetings, Councillor briefing sessions, and Audit & Risk Committee meetings. The role ensures these meetings are conducted in accordance with the Local Government Act 2020, Council's Governance Rules, and other relevant policies, procedures, and best practice guidelines. The successful candidate will be responsible for preparation, compilation and distribution of agenda papers, minute-taking, drafting of formal minutes, and monitoring follow-up on actions and decisions. The successful candidate will provide additional assistance to the Senior Governance Officer, Coordinator Governance, and Executive Manager Governance & Public Affairs in the effective management of key governance responsibilities and requirements.

RESPONSIBILITIES	KEY OUTCOMES
Council Business	<ul style="list-style-type: none"> Ensure the smooth running of all Council briefings and meetings by coordinating our administrative processes. Compile Council agendas, papers and minutes ensuring information is clear, concise, and complies with our legislative obligations. Support the Senior Governance Officer and Coordinator Governance in drafting and reviewing reports as required. Provide expert support and guidance to the organisation on Council's software for agenda management. Provide support for Council elections, Councillor induction and Councillor professional development as required. <p>Assist the Senior Governance Officer and EA to Mayor & Councillors in providing support to Councillors as required.</p>
Audit & Risk Committee	<ul style="list-style-type: none"> Ensure the smooth running of all Audit & Risk Committee meetings by coordinating our administrative processes. Compile Audit & Risk Committee agendas, papers and minutes ensuring information is clear, concise, and complies with our legislative obligations. <p>Assist in supporting an effective internal audit function by supporting and participating in audit planning, fieldwork, and reporting as required.</p>

Governance Support

- Assist in the maintenance and publishing of various corporate registers (e.g., Conflict of Interest, Gifts, Benefits & Hospitality).
 - Identify, maintain, and implement improvement opportunities for the operation of the team.
 - Provide administrative and project support to the Senior Governance Officer, Coordinator Governance, and Executive Manager Governance & Public Affairs as required.
 - Support the organisation to meet Council and Councillor governance requirements under the Local Government Act.
- Assist in the coordination of all Citizenship Ceremonies.

KEY WORKING RELATIONSHIPS



Direct reports: N/A

Internal: Executive Manager Governance & Public Affairs, Coordinator Governance, Senior Governance Officer, Executive Team, Councillors, relevant Council departments and subject matter experts.

External: Members of the public, Governance networks.

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and extent of authority

- Efficiently manage resources within defined objectives and budgets to ensure quality and cost-effectiveness. This includes planning, allocating, and monitoring resources to meet the Councils goals.
- Capability to offer expert advice or regulate client actions in accordance with established policies, involving understanding and interpreting policies, and providing clear guidance to clients, ensuring compliance and accuracy with decisions subject to appeal or review by senior employees.
- Capacity to contribute to policy development through investigations, data analysis, and clear presentation of findings, ensuring outputs meet organisational standards and objectives by identifying key issues, gathering relevant data, analysing trends, and presenting insights coherently.

Judgement and decision making

- Ability to assess well-defined objectives and selecting the most appropriate methods, technologies, or processes from a range of alternatives by leveraging extensive professional knowledge and experience, evaluating different options based on feasibility, efficiency, and effectiveness to make informed decisions that align with Councils goals.
- High level of competence in addressing complex or technical issues that demand innovative and effective solutions by identifying root causes of problems, brainstorming potential solutions, evaluating their feasibility, and implementing the most effective ones through creative thinking and technical knowledge.
- Ability to make impactful decisions that significantly influence Councils outcomes by aligning actions with strategic objectives and applying advanced problem-solving skills while ensuring accountability for decisions made to maintain transparency and effectiveness

Management Skills

- Skills in managing time, setting priorities, and planning and organising work efficiently.
- Understanding of personnel practices such as equal employment opportunity, occupational health and safety, and employee development with the ability to implement these practices effectively.
- Ability to manage resources and achieve objectives within set timelines and available resources.

Interpersonal skills

- Skilled in building cooperation and gaining support from clients, the public, and other Employees to efficiently manage activities and supervise team members.
- Able to collaborate with external stakeholders and internal teams to address specialist issues by effectively communicating, building strong relationships, coordinating efforts across functions, and resolving cross-functional challenges efficiently.
- Proficient in fostering positive relationships and facilitating effective communication to achieve organisational objectives and resolve problems.

Qualifications, Specialist knowledge and skills

- A certificate/degree or diploma in Business Administration or a related field would be beneficial, though lesser formal qualifications may be acceptable with equivalent work experience.
- Demonstrated work experience in Local Government that showcases applicable skills and knowledge. Experience in Governance in the Local Government sector would be beneficial.
- Demonstrated experience in Governance, Civic Support, or Councillor support in the Local Government sector would be highly regarded.
- Demonstrated understanding of the Local Government Act 2020 and proven track record of assisting an organisation in complying with same.
- Knowledge of local government processes and procedures, particularly in the Governance area.
- Knowledge of relevant software and file management systems (e.g., DocAssembler) would be highly regarded.
- **Licensing and Background Checks:** Current Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:

We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity, and Inclusion:

We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Code of Conduct:

We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

Service Promises:

We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

Safeguarding Children and Young People:

We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability:

We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: