



Governance Officer

Position Description

POSITION NO:	500011
DIRECTORATE:	Corporate and Commercial Services
DEPARTMENT:	Governance
SECTION:	Governance
STATUS:	Permanent Full Time
CLASSIFICATION:	Band 5
LOCATION:	Civic Centre, Frankston / Hybrid
APPROVED BY:	Director Corporate and Commercial Services
DATE:	October 2024

POSITION OBJECTIVE(S)/GOAL(S):

- Provide the governance function with the administrative support required to ensure good governance to Council
- Maintain Councillor Requests, Notice of Motion and Council resolution registers and prepare the Agenda and Minutes for Council Meetings
- Ensure a professional and positive customer experience for Councillors, Executive Management Team, staff and the community

KEY OUTCOMES AND RESPONSIBILITIES:

1. Council Meetings and Agendas

- Prepare and distribute Councillor Briefing and Council Meeting Agenda and Minute papers
- Attend Council Meetings and Briefings and take minutes as required
- Maintain the electronic register of employee actions on all Council Notices of Motion and resolutions and prepare a report to each Council Meeting updating the Council on the progress of all Notice of Motions and advice on delayed reports
- Maintain the Notice of Motion process, including the creation on receiving Motion from Councillors, seeking authorisation and comments from Managers
- Prepare the MAV State Council Motions and National General Assembly Motions ensuring these are finalised in time for the relevant Council meeting, prior to submission deadline to MAV
- Assist with Infocouncil enquiries and provide training where required

2. Councillor Requests monitoring

- Register and maintain Councillor Requests in the system
- Monitor and follow up on Councillor Requests with all Managers to completion and ensure an update is provided in the system for each outstanding matter and agreed service standards
- Deliver Pathway training with respect to the Councillor Request module

3. Governance administration

- Provide input into Council's policies and maintain procedures and protocols, where required
- Maintain Council Policies Review Register to be reviewed by EMT and Councillors every six months
- Provide administrative support for the statutory procedures for Place naming (of Council's roads, features and localities)
- Provide administrative support for Delegations, authorisations and legislative compliance obligations
- Maintain various governance registers including Personal Interest Returns and Conflict of Interest
- Provide administrative support to maintain the Councillor Portal information
- Maintain system databases and reporting systems and identify efficiencies and improvements
- Attend and support delivery of Citizenship Ceremonies, as required
- Provide administrative support for Freedom of Information, Cemetery and Councillors office when required

Organisational Responsibilities

- Cooperate with Council in relation to any actions taken to comply with the Occupational Health and Safety Act 2004 and ensure that actions taken by the employee do not interfere with or place at risk the health, safety or wellbeing of the employee or any person in the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner in accordance with Council's information and records management procedures.
- Ensure that all Council's policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management, risk management, financial management, governance, procurement, and customer service.
- Act in a professional manner at all times while performing duties for and/or representing Frankston City Council in accordance with the Staff Code of Conduct.
- Frankston City Council has zero tolerance of child abuse and is committed to creating and maintaining a Child Safe and Child Friendly City where all children are valued and protected from harm and abuse. It is expected that the successful incumbent of the position will implement and adhere to the above statement and Frankston City Council's Child Safe Policy whilst completing their duties.

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multiskilling provisions of the Frankston City Council Enterprise Agreement.

Employees may be asked to assist with emergency related functions if the Municipal Emergency Management Plan is enacted. Under the *Emergency Management Act 1986*, this may include providing emergency response, relief and recovery services to the community.

POLICE RECORDS CHECK:

The incumbent must have and maintain a current Police Records Check: **YES**

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check: **YES**

AUTHORISATION/DELEGATION:

The incumbent will be an Authorised Officer under appropriate delegations: **YES** **NO**

ORGANISATION RELATIONSHIPS AND RESOURCE MANAGEMENT RESPONSIBILITIES:

Reports to:	Coordinator Governance
Supervises:	Nil
Internal contacts:	All Council staff and Councillors
External contacts:	Other Councils, organisations, business community and general public

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Meeting agreed priorities and performance standards.
- Meeting strict schedules and deadlines.
- Maintaining confidentiality and discretion and ensuring compliance with all privacy legislation, as well as treating all information of a personal and sensitive nature concerning the business of Council, ratepayers or residents in a professional and confidential manner.
- Timely, efficient and accurate administration of the Council NOMS, Council Resolutions and the Councillor Requests Registers.
- Exercising delegated authorities appropriately and in accordance with the relevant Instrument(s) of Delegation; and
- Adhering to and implementing the Organisational Responsibilities set out in the Key Outcomes and Responsibilities, above.

The incumbent is accountable for:

- adhering to and implementing the Organisational Responsibilities set out in the Key Outcomes and Responsibilities, above.

JUDGEMENT AND DECISION MAKING:

The incumbent is required to use judgement and make decisions relating to:

- Effectively managing their work on a day to day basis to meet agreed deadlines.
- Resolving problems and issues as they arise that may be politically sensitive.
- Working within broad guidelines, the incumbent will be expected to take the initiative in developing procedures, work practices and problem solve.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be demonstrated and utilised:

- Political acumen and an understanding of the local government environment.
- A commitment to providing high quality customer service.
- Advanced technology skills to ensure the timely delivery of accurate quality large word processing and excel documents.
- An understanding of the longer term goals and policies of the organisation and how they impact on the role.

MANAGEMENT SKILLS:

The incumbent must demonstrate and apply the following management skills:

- High level of drive and proven initiative with a strong motivation to achieve superior outcomes.
- Sound organisational and administrative skills.
- Proven ability to manage, prioritise and complete workload within established critical time constraints.
- Proven ability to work with limited supervision.
- Ability to meet tight deadlines.

- Ability to work under pressure, often multi-tasking.
- High level of attention to the detail.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated and utilised:

- Effective skills in effective oral and written communication, including the ability to write reports, prepare internal and external correspondence and discuss and resolve issues.
- Ability to liaise with the Directors, Managers, employees and Councillors to progress organisational matters.
- Judgement and discretion in dealing with matters of public confidentiality or complexity.
- Ability to work harmoniously in a team environment and to promote a team approach to work practices.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and/or experience are required for the position:

- Extensive experience in a comparable position providing administrative support.
- Demonstrated superior knowledge and skills in the Microsoft suite specifically word and excel.

The following qualifications and/or experience are desirable for the position:

- Experience in local government is highly desirable

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment in accordance with Council's Enterprise Agreement.

The Position Description will be reviewed annually, in conjunction with you, in accordance with Council's Enterprise Agreement, and as part of the employee's annual Performance and Development Review.

The Position Description is to be read in conjunction with the Council's Enterprise Agreement and the General Terms and Conditions of Employment

SELECTION CRITERIA:

Selection will be based on the following Selection Criteria. However, reference will also be made to other attributes, skills and knowledge as listed in the Position Description:

Mandatory/Essential:

1. Some experience in a comparable position providing administrative support, and/or a degree or diploma in relevant field.
2. High level of computer literacy and personal computer applications, in particular the Microsoft Suite of products.
3. Ability to establish systems and processes to reliably meet deadlines.
4. Good verbal and written communication skills to enable effective communication with internal Clients.
5. Ability to work under pressure, often multi-tasking with above average attention to the detail.

PHYSICAL REQUIREMENTS OF THE POSITION:

The physical requirements of the position are outlined below:

Task	Performed Frequently	Performed Sometimes	Never/Rarely Performed
	More than 2 hours in 1 shift or continually for 30 min	Less than 2 hours in 1 shift	Infrequent use/activity
Keyboard duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting (extended periods)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Briefly)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Extended)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving Car	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying duties (Light) <10kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying duties (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling tasks (Light) <10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling tasks (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chopping/Digging tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending/Kneeling requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing (stairs)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handling grease/oils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to dust/dirt/hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to chemicals and/or detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stress - Difficult customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to hot/cold temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AGREEMENT:

I accept and agree to the duties in this Position Description.
I understand that this Position Description is to be read in conjunction with Council's Enterprise Agreement and General Terms and Conditions of Employment, and I agree to abide by the terms and conditions of employment stipulated therein.

Name:

Signature:

Date: