

# Position Description

## GOVERNANCE SUPPORT OFFICER

## POSITION OVERVIEW

The Governance Support Officer supports the delivery of high-quality governance services that ensure compliance with legislative requirements, promote transparency, and enhance good governance practices within the organisation. The Governance Support Officer will assist in the administration of governance processes, council meetings, and statutory obligations while providing advice and support to internal and external stakeholders.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Band 5 Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Governance Officer
<b>Supervises:</b>	Nil

## KEY DUTIES AND RESPONSIBILITIES

As the Governance Support Officer, you provide an important role in facilitating compliance with legislative and regulatory requirements, which contribute to the effective and ethical functioning of Council.

### **Accountability and extent of authority**

#### **Governance and Legislative Compliance**

- Support the implementation and maintenance of governance frameworks, policies, and procedures in line with the *Local Government Act 2020* and other relevant legislation.
- Assist in ensuring compliance with statutory obligations, including conflict of interest management, registers of interests, delegations, and policies.
- Maintain accurate and up-to-date governance records and registers, such as delegations, instruments of delegation, and statutory registers.

#### **Council and Committee Administration**

- Assist with the preparation and distribution of Council meeting agendas, minutes, and associated documents.
- Attend Council meetings, if required, to provide administrative and procedural support, including minute-taking.
- Monitor and follow up on the completion of actions arising from Council and resolutions.

#### **Policy and Procedure Support**

- Provide administrative support for the development, review, and communication of governance-related policies and procedures.

- Assist with periodic reviews of the Governance Rules and other key governance documents.
- Maintain Council's policy register, schedule reminders to regarding upcoming policy reviews to ensure that policies are reviewed on a timely basis by relevant officers.

### **Freedom of Information, Privacy, and Public Interest Disclosures**

- Process Freedom of Information (FOI) applications in accordance with the *Freedom of Information Act 1982* and FOI Professional Standards, under the guidance of the Governance Officer. Processing to include liaison with applicants and third parties, document searches, document assessments, and advising Council officers as required.
- Maintain Council's Part II Statement and prepare FOI Annual Report required by the FOI Act.
- Process 'Fencing Notice' requests from the general public in accordance with the *Fences Act 1968*.
- Provide first-line guidance for staff on handling of privacy and data protection issues in accordance with the *Privacy and Data Protection Act 2014*, under the guidance of the Governance Officer.

### **Local Government Elections**

- Support the Governance Officer in the delivery of requirements to fulfil Council's electoral responsibilities under the *Local Government Act 2020*, and Election Policy.
- Support the Governance Officer in administering Inductions and Professional Development for Councillors as required.

### **Stakeholder Engagement and Advice**

- Respond to governance-related inquiries from staff, councillors, and members of the public in a professional and timely manner.
- Provide advice and training to staff on governance-related matters, including conflicts of interest, meeting procedures, and records management.

### **General Administrative Duties**

- Manage incoming correspondence related to governance and compliance matters.
- Maintain accurate records and ensure compliance with the organisation's records management policies and procedures.
- Contribute to organisational projects or initiatives as directed by the Governance Officer or Manager Corporate.

### **Other duties**

- Promote Council and its activities regularly, proactively and positively.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.
- Continually review and improve work methods associated with this role.

- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.

### **Judgement and decision making**

- Guidance is always available from immediate supervisor or manager.
- Ability to follow procedures.

### **Management skills**

- Work effectively with minimal supervision
- Ability to manage your time and plan your day
- Ability to train other staff in areas outlined in this position description

### **Interpersonal skills**

- Well-developed oral and written communication skills with customers, other employees and members of the public.
- Professionalism and discretion, particularly when dealing with sensitive or confidential information.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times .

## **EXPERTISE**

### **Qualifications**

- Working with Children Check (preferred, not essential)
- Exempt from this requirement if a Victorian Institute of Teaching (VIT) registered teacher, Victoria Police officer or Australian Federal Police (AFP) officer.
- Current Victorian driver's license.
- VCE or equivalent or previous experience relevant to this role.

### **Specialist knowledge and skills**

- Demonstrated understanding of governance practices, statutory compliance, and the legislative framework applicable to local government, particularly in Victoria (experience with *Local Government Act 2020* desirable).
- Familiarity with *Freedom of Information Act 1982* and FOI processes and public transparency requirements, desirable.
- Experience in preparing agenda reports and managing governance documentation including use of software such as Doc Assembler (desirable).
- The ability to manage complex and conflicting demands and meet deadlines while producing accurate work with a high level of attention to detail.
- High attention to detail and accuracy in document preparation and record-keeping.

- Knowledge of and ability to effectively use relevant technology systems and applications relating to key responsibilities.
- Excellent written and verbal communication skills.
- Excellent to advanced level computer skills, in particular MS Office.
- A high level of political acumen with the ability to operate successfully in a confidential environment.

## **Experience**

- Tertiary qualifications with no experience, or a lesser qualification with relevant experience.
- 12 months experience in a high-level administrative or legislative environment desirable.

## **HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES**

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return-to-work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

## **PHYSICAL REQUIREMENTS**

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings,

and/or varying shifts.

- The work environment may include uneven surfaces and up and down stairs.