

**POSITION DESCRIPTION
DOOMADGEE ABORIGINAL SHIRE COUNCIL**

TITLE: Governance and Grant Officer
AWARD: Queensland Local Government Industry Award – State 2016
LEVEL: Salary to be negotiated as per Qualifications
DEPARTMENT: Office of the CEO

JOB SUMMARY

To provide a high level of support to the Chief Executive Officer and Councillors on governance related matters. Managing the Governance Department of Council, ensuring Council is compliance with legislation and industry standards.

- Provide Strategic Advice
- Supporting the Elected Council Members with advice
- Be part of and actively support the Management Team
- To manage organisational complaints including administrative complaints, public interest disclosures and Councillor complaints

MAIN DUTIES AND RESPONSIBILITIES

Management of Governance Department

- Delivery of Corporate Governance functions (individually and through staff), including:
 - Corporate Policy
 - Statutory Corporate Reporting
 - Business Continuity Planning
 - Risk Management Planning
 - Reporting to Council
 - Councillor Support
 - Corporate Communications and Public Relations
 - Public Access to Information
 - Complex Complaint Handling
 - Records/Archives Management
 - Local Laws
- Supervise staff, including performance planning, learning and development and performance review
- Promote Teamwork
- Engage and motivate staff
- Guide and support the Governance Department to provide excellent services that are timely, accurate, compliant and consistent with leading practice
- Develop and monitor budgets and operational plans
- Report on Operational Performance
- Oversee the development of operational systems, policies and procedures
- Maintain Corporate Registers
- Ensure compliance with legislation, Council policy and procedures
- Identify and implement continuous improvement initiatives
- Administer the Government Information (Public Access) Act 2009

Provide Strategic Advice

- Contribute to the development and implementation of Council's strategic directions
- Identify emerging trends and issues as they relate to corporate governance and other areas of functional responsibility
- Provide strategic advice to Executive Management and the Council
- Recommend and make continuous improvements to Council's overall governance framework

Executive Administration

- Provide a high level of Executive Support to the Chief Executive Officer including but not limited to corporate governance.
- Provide a high level of Administrative and Project Support to the Chief Executive Officer including meeting arrangements, agenda and minutes preparation, including compilation of meeting reports provided by executive and other officers.
- Administer the Chief Executive Officer's schedules, including the arrangements of meetings with various individuals and groups
- Receive all customer enquiries directed to the Chief Executive Officer and initiate appropriate follow up action for each
- Administer and maintain Minute Books from Statutory Meetings
- Organise travel and accommodation for the Chief Executive Officer and staff as required

Human Resources Administration

- Undertake Human Resources Administrative duties including advertise vacancies
- Prepare and amend position descriptions at the direction of the Chief Executive Officer
- Arrange Interview Panel paperwork
- Organise interviews
- Evaluations and create and maintain HR files

Other Duties

- Ensure Council's administrative policies and procedures are well maintained and reviewed.
- Provide support to the Mayor and Councillors on governance related matters as required.
- Attend Council and Management meetings and other meetings as required and directed by the CEO.
- Maintain and distribute delegations including maintenance of Delegations Registers.
- Identify emerging legislative related issues that impact on Council as a corporate entity.
- Prepare and submit reports as required.
- Attend to administrative correspondence associated with corporate governance.
- Any other duties as directed by the CEO with the level of responsibility for the position.

Local Disaster Management Group (LDMG) Duties:

- Assist the Chief Executive Officer in the effective administration of the Local Disaster Management Group
- Organise meetings, including preparation and distribution of Agenda and Minutes
- Assist with review and implementation of Disaster Management Planning, Evacuation Planning, Recovery Planning, Evacuation Centre Planning

COMPETENCIES

- Duties will be carried out in accordance with the accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- Allocated tasks and reporting requirements are consistently completed within the agreed time frames.
- Active participation in planning and recommendation of possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.

- Demonstration of a spirit of cooperation toward other employees and the achievement of Council's aims and objectives.
- Compliance with all policies and procedures and acts applying to the duties of this position, including but not limited to the Code of Conduct.
- Maintenance of skills and knowledge required to perform the duties of the position.
- Works under limited supervision
- Manages significant projects and functions
- Appreciation of the long term goals of Council
- Knowledge of organisation structures and functions
- Comprehensive knowledge of council policies relevant to the section / department
- Comprehensive knowledge of statutory requirements relevant

ORGANISATIONAL RELATIONSHIPS

Reports to: CEO
 Supervisors: Nil
 Stakeholders: Councillors, DASC Staff and the Wider Community

PHYSICAL REQUIREMENTS

The physical requirements of this position could include but are not limited by the following examples:

- Able to work in an office environment and carry out all duties

PROBLEM SOLVING

Decisions are made by this position in a changing environment, which require a level of lateral thinking. Decisions can be challenging and difficult and require precise actions.

AUTHORITY

This position has the authority to make decisions within the bounds of the daily activities directly associated with the duties; however, matters with longer term impact should be referred to the Chief Executive Officer.

ACCOUNTABILITY

This position is accountable to the Chief Executive Officer. Accountability will be measured in terms of Corporate Performance Indicators and Council's Operational Plan.

SELECTION CRITERIA

1. Relevant qualifications in a relevant field of Local Government Operations.
2. Demonstrated high level knowledge of Queensland's *Local Government Act 2009* and other relevant legislative requirements including providing advice to senior executive management on such matters.
3. Extensive broad experience in local government related Governance Matters, including Human Resources, Disaster Management Administration, Policy and Procedure Development and Local Laws.
4. Excellent oral and written communication skills enabling interaction at all organisational levels.
5. Knowledge of Right to Information and Information Privacy related matters at the decision maker level.
6. Knowledge of local government complaint management and statutory reporting related requirements.

WH&S RESPONSIBILITIES AND ACCOUNTABILITY STATEMENTS

All employees have a legal obligation to comply with statutory WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following statements apply to all employees, including permanent, part time and casual employees:

1. Performing all work and associated functions in a safe manner
2. Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers
3. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation
4. Identifying hazards, conducting risk assessment and taking corrective action to eliminate hazards where possible in the workplace;[and/or report hazards and risks in accordance with WH&S procedures
5. Establishing and maintaining a high standard of house keeping and cleanliness within individual work areas and on Doomadgee Aboriginal Shire Council property generally
6. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage
7. Attending any toolbox, team talks or specific training supplied by Doomadgee Aboriginal Shire Council
8. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
9. Working in a manner that will not endanger themselves, other employees or the general public

Chief Executive Officer: _____ Date: _____

Employee: _____ Date: _____

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