



<b>Position Title</b>	Executive Support & Governance Officer
<b>Position No</b>	223
<b>Directorate</b>	General Managers Office
<b>Department</b>	Governance
<b>Appointment Type</b>	Permanent Full Time
<b>Classification</b>	Level 2 – Executive Officer
<b>Occupant</b>	Vacant
<b>Location</b>	George Town Council Civic Centre, 16-18 Anne Street George Town, Tasmania
<b>Date</b>	June 2019

<b>OFFICE USE ONLY</b>	
GM _____ Signed _____ Date __/__/__	Employee _____ Signed _____ Date __/__/__

## Position Overview

This positions provides high standard executive assistance to the General Manager, leadership team and Council.

The position contributes to the achievement of the objectives of the Office of the General Manager through the provision of executive level governance administration, and high level strategic support and direction to ensure that all statutory and reporting obligations are met on time. The role requires exceptional creative and strategic thinking and a high standard of corporate presentation and professionalism.

The Executive Support & Governance Officer will have or develop a sound knowledge of and comply with the laws and policies applicable to Local Government including the Local Government Act 1993 and related regulations, Councils Codes of Conduct, Council and Organisational policies and all relevant state and federal legislation and statutes which apply to the governance of public bodies.

The position requires outstanding communication skills, a professional attitude, strong negotiation and persuasive skills, high level of confidentiality, integrity and the energy and ability to meet tight deadlines in a dynamic environment.

## Position Objectives

- Implementation of sound governance frameworks and practices to ensure statutory compliance and best practice is achieved at all times.
- Provision of high level executive administrative support to the General Manager and Mayor including efficient management of the General Manager's diary and Mayor's diary.
- The promotion of corporate governance excellence within the organization.

## Council Values

George Town Council's mission is supported by its commitment to pursuing fundamental values. These values drive the way the Council operates and how the Council carries out all its activities and services for the benefit of the community.

- ***Community***
- ***Accountability***
- ***Respect***
- ***Heritage and Environment***
- ***Transparency***

- **Innovation**
- **Can Do**

## Organisational Relationships

<b>Position reports to:</b>	General Manager
<b>Position Supervises:</b>	Nil
<b>Internal Relationships:</b>	Staff at all levels including General Manager and Leadership Group, Mayor and Councillors
<b>External Relationships:</b>	Government departments/agencies, contractors, residents, community and business groups, other councils and peak industry groups.

## Key Responsibilities and Duties

- Provide high level strategic direction and executive and administrative support to the General Manager and Mayor;
- Attend to the screening of telephone calls and personal caller enquiries for the General Manager;
- Support the General Manager and Leadership Team in meeting statutory responsibilities as determined within the relevant Acts and Regulations;
- Manage the recording, preparation, editing and distribution of agendas and minutes of Council and other meetings such as the Audit Panel and Annual General Meeting in accordance with the requirements of the *Local Government Act and Local Government (Meeting Procedures) Regulations*;
- Prepare reports, proposals, submissions and agenda items with recommendations on behalf of the General Manager as required;
- Manage and coordinate the preparation, distribution and follow up on all actions which arise from all ordinary and special meetings of Council and workshops as required;
- Manage, research and assist in the preparation of grant funding applications, submissions, special project proposals and reports, with recommendations to the General Manager, including coordination with Team Leaders as required by the General Manager;

- Undertake, research and prepare draft correspondence and preparation of documents on behalf of the General Manager;
- Manage, develop and maintain Governance related policies and Procedures and oversee the review of organisational policies and procedures;
- Prepare documentation, attend and record Council Workshops;
- Attend various meetings as required by the General Manager;
- Manage and assist with the coordination and maintenance of other Council reports and publications such as the Annual Report, Annual Plan and Strategic Plan;
- Provide assistance, under delegation from the General Manager, to the Mayor in undertaking Mayoral duties;
- Respond to enquiries from Elected Members;
- Assist with and coordinate Elected Members training as required;
- Organise business itineraries, travel and accommodation arrangements, conferences, meetings and social functions on behalf of the General Manager and Elected Members
- Manage the Council's Local Government Elections processes in accordance with the Local Government Act and the Local Government (General) Regulations;
- Oversee the advertising of all Governance related advertisements;
- Maintain Council's Gifts & Benefits, Delegations, Sub delegations; Declarations of Interest and Legal Documents Registers;
- Compile, distribute and circulate regular correspondence for elected members;
- Undertake the facilitation and the preparation of Chambers and catering for Council's meetings, staff functions and workshops;
- Manage all documentation and correspondence, both received and created, to ensure it is recorded effectively and efficiently utilising Councils Electronic Records and Document Management Systems (ERDMS);
- Manage and assist in the development and promotion of both a strong customer and high quality service orientation within the management team;
- Provide leadership to staff through exemplary conduct in the workplace and a positive "can do" approach in working towards Councils, Mission and Strategic and Annual Plans;
- Ensure that all tasks are completed to an extremely high standard in accordance with required timeframes; and

- Carry out other duties as may be reasonably requested by the General Manager.

## **Accountability and Extent of Authority**

- This position is part of the Leadership Team within the General Managers Office.
- The position has direct day-to-day contact with the General Manager and the Mayor.
- This is a senior role directly accountable to the General Manager for the organisations compliance with statutory obligations.
- Accountable for the effective collection and presentation of information to inform the development of policies and procedures relating to the democratic governance of the Council.
- Accountable for ensuring delegations and authorisations and statutory registers are current.
- Accountable for the provision of confidential secretarial and broad based administrative services in supporting the General Manager and Mayor.
- The freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. Decisions and actions taken may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.

## **Judgement and Decision Making**

- The use of initiative and independent decision making with a broad scope and freedom to act.
- Make decisions on all matters which are within the responsibility of the position provided that these decisions are within any delegated authority, legislative requirements, established policy or recognised standards.
- Ability to plan and make decisions in accordance with level and extent of authority.
- Ability to recognise and resolve problems and conflict and use initiative to identify and implement creative solutions.
- Ability to develop policies and make independent decisions appropriate to their implementation.

- Expertise in managing complex and sensitive issues, both reactively and proactively, including the ability to anticipate issues and opportunities that may impact on the organisation.
- Exercise sound judgement in responding to governance matters raised by the General Manager, Leadership Team, Councillors, staff and statutory bodies.

## Management Skills

- Ability to contribute to the strategic direction of Council as part of its Leadership Team.
- Ability to manage resources in an environment of resource constraints.
- Ability to operate with a high degree of flexibility, innovation and autonomy in an environment of demanding workloads and time constraints.
- Ability to manage time, set priorities, achieve objectives and meet deadlines within budgetary constraints and whilst maximising organisational resources.
- Ability to implement procedures, monitor progress and evaluate results.
- Highly developed problem solving, critical and creative thinking skills.
- Ability to generate co-operation and trust across all areas of the Organisation and foster a culture of co-creation, forward thinking and innovation.

## Interpersonal Skills

- Highly developed communication, negotiation, listening and conflict resolution skills.
- Liaise with Councillors, members of the public and representatives of other organisation in a respectful manner.
- Ability to gain cooperation and assistance of staff and senior management.
- Ability to work in and contribute to a team environment.
- High level of customer service skills.
- Ability to maintain strict confidentiality.

## Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created

and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

## **Occupational Health and Safety/Risk Management**

- Create, maintain and foster a safe work environment at all times.
- Ensure staff follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the Work Health and Safety Act at all times.
- Follow up on hazard corrective actions.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policies, Procedures and Safe Work Method Statements.

## **Specialist Knowledge and Skills**

- A strong understanding of the Local Government Act and associated Regulations.
- A sound understanding of corporate governance in a local government context.
- Proven capability to develop policy and contribute to change management initiatives.
- Advanced administrative skills including in use of MS Office applications.
- Exceptional oral and written communications skills.
- Exceptional research and analytical skills.

## **Qualifications & Experience**

- A tertiary qualification in a related discipline with several years experience or lesser qualifications with extensive experience.
- Experience working within the provisions of legislation and in providing guidance to Boards, elected bodies and/or staff.
- Experience in providing administrative support at an executive level.

## Key Selection Criteria

1. A tertiary qualification in a related discipline with several years experience or lesser qualifications with extensive experience.
2. Demonstrated knowledge of corporate governance in a local government context. Proven capability to develop policy and contribute to change management initiatives.
3. Demonstrated ability to effectively delegate and prioritise activities on behalf of the General Manager.
4. Demonstrated ability to prepare high level reports including organisational performance reporting.
5. Demonstrated ability to undertake research, interpret legislation and regulations and prepare advice and recommendations for action.
6. Advanced administrative skills including in use of MS Office applications and quality control of various communications.
7. Current Tasmanian driver's licence.
8. Willingness to undertake a National Police Check.

**Note: Appointment is subject to the successful completion of this check.**



## Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within George Town Council is on the basis of merit.

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria. We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills, experience and achievements which will enable us to determine how you meet the criteria of the position.

## More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

## Privacy Statement

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time.

Requests for access and/or correction should be made to Council's Privacy Officer.

## Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly regarding any application for employment with George Town Council may result in your application being excluded from the selection process.

## Where to Send Applications

Applications will be kept strictly confidential and should be addressed to:

**The General Manager  
George Town Council  
PO Box 161  
(16-18 Anne Street)  
GEORGE TOWN TAS 7253**

Applications will be accepted via email to [jobs@georgetown.tas.gov.au](mailto:jobs@georgetown.tas.gov.au). Positions are to be marked confidential and record the position title and number in the subject heading.

**Please ensure you address the key selection criteria in your application.**