

Administration Officer - Governance

Position Description

Position	Administration Officer - Governance
Work Location	Administration Building, 23 West Street
Directorate	Executive Services
Section	Governance
Reports to	Coordinator, Corporate Governance and Disaster Management
Annual Salary Band	\$82,801.00 - \$88,164.00
Classification	Level 4, Mount Isa City Council Certified Agreement 2018
Engagement Type	Full-time

POSITION OBJECTIVE

To provide efficient administration support to corporate and governance roles of Council, ensuring compliance with relevant legislation. The role also assists the Coordinator in the provision of administration support, and training to elected members and employees in governance related matters.

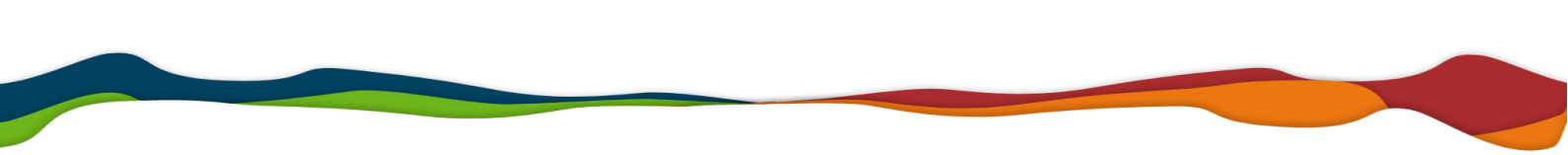
POSITION REQUIREMENTS

- Demonstrated ability to understand Council policies, procedures, and document control.
- Previous experience in Administration officer roles or Executive Assistant
- Demonstrated understanding of legislative framework and processes
- Demonstrated experience of working in a legal/policy development environment
- Understanding of record keeping and version controls of documents
- Demonstrated high level computer skills including Microsoft Suite of Programs and Councils other software applications.
- Demonstrated ability to interpret and apply legislation relevant to Local Government.
- Ability to understand and maintain corporate registers and delegated authority requirements.
- Ability to assist production high level written reports of a complex nature.
- Proven analytical skills including problem solving, and identifying relevant information.
- Excellent communication and interpersonal skills.
- High level planning, organisational and time management skills.
- High level of complex minute taking skills

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Provide administrative support to the Corporate Governance Coordinator.
- Prepare quality written reports and memorandum and provide advice across official information, customer complaints, statutory compliance, and delegations.
- Provide training in governance policies and procedures.
- Contribute to the creation and review of policies and procedures.
- Assess and support Council's compliance with relevant local government statutes.

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- Coordinate the management of customer complaints in accordance with Council's Customer Complaints Policy.
 - Maintain Council's Delegations Registers and memos.
 - Coordinate Authorised Person's identification cards and ensure that staff have the relevant delegations in place to undertake their role.
 - Assist in the coordination of Audit and Risk Committee Meetings, including the preparation of agendas and minutes.
 - Manage governance record keeping requirements.
 - Create and maintain Council executive registers.
 - Assist in the preparation of Council's Corporate Plan, Operational Plan, and the Annual Report.
 - Assist with managing official information and privacy act requests.
 - Assist with Local Disaster Management.
 - You are required to follow any other lawful and reasonable directives provided by your supervisor or more senior officer.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- Provision of professional advice in accordance with legislation and industry standards.
- Promotes and assists departments to ensure Council is compliant with all corporate and governance requirements.
- Ensure the appropriate delegations, authorised person identification, and training are provided to required positions.
- Ensure all registers are accurately maintained and information is disseminated and reported as required.
- Develops, promotes, and complies with Council policies and procedures.
- All assigned tasks completed professionally and on time.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	2 November 2020
Review Date	22 March 2024
Contact	Murray Thompson – Coordinator, Governance and Disaster Management
Closing date	12 November 2024