1. ORGANISATIONAL CONTEXT

To undertake tasks and provide support to staff and Council that promotes Council ability to provide accurate and efficient delivery of services.

1. To understand and work towards achieving the Shire’s Vision, Mission and Commitment statements.
2. To behave in a professional, supportive manner and cooperate with fellow Officers.
3. Support behaviours which comply with the Shire’s values and strive towards a high standard of service delivery to the organisation and the community.

2. POSITION CONTEXT

- Contribute to ensure the Shire meets its statutory obligations in a timely manner;
- Contribute to the professional, efficient and effective communications of the Shire of Wyndham East Kimberley;
- Contribute to the development, implementation and achievement of the Department’s Business Plan; and
- Contribute to the effective operation of the Governance Team.
4. KEY RESPONSIBILITIES

The Governance Administration Officer is primarily responsible for providing administrative support to the Governance department, including to the CEO, Councillors and Governance team. The role is also responsible for Coordinating the implementation of the Shire’s corporate communications plan and managing civic functions and events and will:

**Customer Service**

- Develop harmonious relationships with all customers and key stakeholders, both internal and external;
- Treat all customers with professionalism, dignity and respect;
- Promptly attend to customer enquiries in a courteous and effective manner;

**Technical Outcomes**

- Support the CEO as required in providing assistance to Councillors.
- Provide relief to the Executive Assistant role during periods of leave, including general secretarial and administrative support and preparation of Briefings, Ordinary and Committee meeting agendas, and associated minutes
- During relieving periods for the Executive Assistance, attend Council meetings and other Council workshops held during and after business hours and take minutes, as and when required.
- Assist the Senior Governance & Risk Officer in tasks related to meeting statutory requirements for the organisation.
- Provide administration assistance generally and where required within the Governance Team as directed.
- Understand and proactively work to implement the Shire’s Corporate Communications strategy;
- Maintain and develop the Shire’s website and Facebook page to ensure it provides useful, timely and accurate information which is consistent with the corporate communications strategy, corporate standards, brand and policies;
- Oversee the applications of all SWEK branding;
- Ensure the ‘Corporate Style’ guide is accurate, up to date and consistent with the Shire’s values and meets organisational requirements;
- Coordinate quality control of organisation-wide documentation in line with the ‘Corporate Style’ guide including reports, forms and advertisements;
- Assist with booking and organising catering and venue set-up and clean-up for all meetings and events relating to Council and the Chief Executive Officer including but not limited to Ordinary, Special Council and Committee Meetings;
- Organise and manage special events and ceremonies held by the Shire including Australia Day and citizenship ceremonies, VIP visits and other similar events as directed by the Executive Assistant with liaison with Community Development where necessary;
- Draft for CEO review, all media communication including Councillor communiqué, Staff meeting presentations, Staff newsletter, Shire’s media releases, public notices and advertisements. Once approved, compile, print and distribute.
- Draft for CEO review the Shire’s “SWEK News” published in the Kimberley Echo fortnightly. Disseminate same once approved.

**People**

- Works to create a great team environment through the use of effective team communication and relationship building skills;
- Participates in the Performance Review and Assessment process; and
- Undertakes development and training as agreed for career and personal development initiatives.

**Occupational Health & Safety**

- Ensures all projects comply with relevant safety regulations and standards;
- Takes responsibility for own and other’s safety; and
- Complies with all relevant safety policies and procedures

**Quality**

- Comply with relevant legislation regarding documentation and record keeping and ensure a high standard of general housekeeping is maintained for the area; and
- Undertake quality audits as requested.

*(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Collective Agreement. They are not an exhaustive list of duties and responsibilities of the position).*
5. ORGANISATIONAL RELATIONSHIPS

Reports to: Senior Governance & Risk Officer
Title: Governance Administration Officer
Classification: Level 4/5 depending on the level of experience and competency of the incumbent officer.
Department: Governance
Supervises: Nil
Internal Liaison: Councillors
Chief Executive Officer
Directors
Other Managers and Coordinators
Other Officers
External Liaison: State and Federal Government Departments
Private Sector Organisations
Community
General Public

6. KNOWLEDGE AND SKILLS

Organisational:

- Highly developed written and verbal communication skills
- Competent computer skills;
- Demonstrated ability to work independently and take ownership to resolve factors that may influence the delivery of service in a timely and accurate manner.
- Demonstrated ability to work within a team environment, participate in activities and support all team members.
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing workplace environment.

Interpersonal

- Ability to work closely with other staff to achieve joint objectives.
- Ability to manage work within tight timeframes and regularly monitor deliverables
**Change Management**

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances to ensure the ongoing efficient and effective delivery of key deliverables within the role.
- Ensure compliance with and adherence to all legislative requirements and business practices at all times.

**Commitment, Attitude and Application to Duties**

- Provide courteous and prompt attention to requests for service and information.
- Demonstration of a positive and proactive attitude.
- Promote the Shire in a positive manner at all times when dealing with external contacts.
- Promote and encourage continuous improvement strategies for the delivery of accurate and timely documentation and service from the Directorate;
- Take care to ensure one’s own safety at work and that of others in the workplace.
- Observe all safe working practices.
- Report all accidents, incidents and any hazardous situation within your work environment to your supervisor.

**7. ESSENTIAL SELECTION CRITERIA - QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Previous experience in a similar role.
- High level of written and verbal communication skills that result in effective and appropriate communication with a broad range of people internal and external to the Shire;
- Ability to liaise effectively with a range of stakeholders to establish and maintain strong and productive working relationships;
- Ability to work under direction from the Senior Governance & Risk Officer to achieve high quality results by taking a shared responsibility for setting priorities, organising workloads and meeting prescribed or self-imposed deadlines in a team environment;
- Developed time management skills and an ability to manage multiple tasks.
- Demonstrated ability to work within a team environment.
- Proven experience in the use of Microsoft Office products, especially Excel.
8. **DESIRABLE SELECTION CRITERIA - QUALIFICATIONS, SKILLS AND EXPERIENCE**

- An appropriate TAFE Certificate or Diploma in Local Government Administration or similar, or progression towards completing such a qualification;
- Receptive to new ideas and changing environments and the ability to deal positively with ambiguity and change, recognising opportunities and promoting position involvement within a team environment;
- Experience in the preparation media communications;
- Knowledge of the financial system SynergySoft.

9. **OTHER REQUIREMENTS**

The successful applicant will be required to submit the following documentation. The Shire of Wyndham East Kimberley will reimburse costs.

- National Police Clearance
- Copies of Certified Qualifications
- Driver’s License
- Medical Certificate

The successful applicant will be required to sign the staff code of conduct.

I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.
I also understand that this position description may be further reviewed at a future date and consultation with each undersigned party.

________________________________________  ____________________________  
Signature of Incumbent  Date

________________________________________  ____________________________  
Signature of Manager/Supervisor  Date

________________________________________  ____________________________  
Signature of Director/CEO  Date