



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Facilities and Governance Support Officer</b>		
<b>Classification:</b>	<b>Band 4</b>	<b>Status</b>	<b>Full time – on going</b>
<b>Group:</b>	<b>Corporate Services</b>	<b>Business Unit:</b>	<b>Governance, Safety and Property</b>
<b>Reports to:</b>	<b>Sharyn Tilley</b>		
<b>Direct Reports:</b>	<b>Nil</b>	<b>Date:</b>	<b>May 2025</b>

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

- To contribute to the Governance and Councillors Services teams operational objectives by provide high level of administrative support to ensure the organisation meets it's legislative requirements.
- Ensure the smooth operation of the Council's Civic Centre by delivering high-quality service to staff organizing meetings and functions at Council venues.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Prepare the Council Chambers and other meeting rooms at the Civic Office in readiness for meetings as per the electronic bookings of the rooms.
- Liaise with meeting and event organisers in regard to:
  - room set up and equipment requirements and arrange furniture accordingly
  - catering requirements
  - Council dinners
- Monitor, order and distribute supplies required for the Council kitchen facilities at the Civic Centre.
- Regularly liaise with caterers to ensure that appropriate food of a high standard is provided for all functions.
- Monitor, order, distribute and maintain coffee machines on all four levels of the Civic Centre.

- Liaise with coffee machine supplier to order consumables, and for maintenance and servicing issues.
- Clean each automatic coffee machine daily in accordance with the maintenance regime.
- Monitor cleanliness of meeting rooms and report any maintenance requirement to the Buildings and Facilities Unit.
- Collect and transport appropriate promotional material, equipment and supplies required for meetings and events at various off-site venues as required.
- Undertake deliveries to Councillors as required.
- Assist the Purchasing Officer as required regarding stationery purchases and stocking of stationery cupboards.
- Update and maintain Council's registers on the website.
- Update and maintain information on Council's intranet pages.
- Provide administration support for Mayoral events including preparing invites and managing RSVP's as well as venue set up and support.
- Provide administrative support for the coordination of Citizenship Ceremonies.
- Provide administrative support to log Councillor requests and ensure they are logged in a timely manner.
- Process invoices and manage purchase orders for regular suppliers.
- Undertake other duties that may be required dependant on the work practices and procedures associated with the Civic Offices.
- Look for innovative ways to streamline work practices without compromising safety or quality standards.

#### **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to and promote HR, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

#### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The ability to safely operate kitchen and storeroom equipment and to be aware of all OH&S policies/procedures.
- Ability to set up and operate audio visual equipment.
- Monitor allocated budgets; create purchase orders and process invoices.
- Freedom to act is set by standards and procedures and effect of decisions is usually limited to localized work group.

#### **JUDGMENT AND DECISION MAKING**

- Personal judgment is required to perform some of the tasks in this position.
- Ability to exercise discretion in all matters pertaining to the position.
- Ability to be a self-starter and work independently.

- Guidance and advice are always available within the time available to make a choice.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Knowledge in the use of Microsoft Office products and relevant technology associated in relation to IT and AV systems used at Cardinia.
- Understanding of the business unit goals and how this position assists in achieving those.
- Well-developed problem solving skills.

### **INTERPERSONAL SKILLS**

- Excellent verbal communication skills.
- Ability to gain cooperation and assistance from employees.
- Attention to detail.
- Ability to work autonomously and as part of a team.

### **MANAGEMENT SKILLS**

- Ability to manage and organise own work schedules.
- Ability to manage allocated budgets.
- Ability to embrace corporate values.

### **QUALIFICATIONS AND EXPERIENCE**

- There are no formal qualifications required for this position.
- Experience in an administrative role is essential.

### **KEY SELECTION CRITERIA**

- Ability to embrace the Cardinia values and keys to success.
- Ability to work without supervision and use initiative in prioritizing work.
- Ability to accept deliveries and move heavy articles.
- Good customer service and interpersonal skills.
- Well-developed problem solving skills.
- Ability to embrace corporate values.
- Current drivers licence.

### **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

#### **Tenure**

This is a full time on going position

#### **Pre-employment checks**

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.