

GOVERNANCE OFFICER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

| Thriving Community | Prosperous Economy | Clean And Green City | Places For People |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------|
| <i>A City where people have the opportunity to connect and flourish</i> | <i>A City with a thriving economy that enriches its local community</i> | <i>A City that values its natural environment</i> | <i>An accessible City where people love to be</i> |

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

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| Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan | Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future | Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication |
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The position is:

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|----------------------------------|-------------------------------------------------------|-----------------------------|---------------------------------------------------------------------|
| Position Title | Governance Officer | | |
| Department & Section | Corporate Services, Strategy & Performance | | |
| Team | Governance | | |
| Reporting to | Team Leader Governance | | |
| Positions Reporting to it | Nil | | |
| Classification and Stream | MOA 4 | | |
| Position Number | 1026 | Prescribed Position: | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |

How does this position contribute to our community?

This role will support the organisation to achieve best practice in Civic Governance by being a member of the Governance team that ensures governance practices are well planned, transparent and reliable and providing exceptional support to our Elected Body.

What does the position do?

Contribute towards the delivery of governance responsibilities, including, but not limited to:

- Collations and distribution of Agenda and Minutes for Council and Committee meetings and provision of meeting support (out of hours attendance will be required).
- Coordination and distribution of Elected Member Briefing Papers
- Assist in the management of Council's registers of interest and resolutions database.
- Maintain the Governance Intranet pages to ensure easy access to governance information and templates.
- Maintain content on governance pages on council website to support transparency and ease of access to information.
- Support the distribution of sub-delegations and authorisations
- Maintain the Councils policy register
- Monitor the Governance task list and ensure timely action
- Elected Member and Mayoral Support and provide administrative backup to the Mayoral functions.
- Provide support and advice to Elected Members and staff on civic governance.
- Assist with civic events such as citizenship ceremonies.
- Responsible for the creation and capture of Corporate Records relating to this position.
- Coordinate the Primary and Ordinary returns, gifts and benefits registers, and conflict of interest declarations
- Update and processed Council and Committee meetings Resolutions Database
- Other reasonable duties as required
- Work at other locations within Council if required

What outcomes does the position deliver?

- Best practice Governance that supports good decision making, transparency and builds community trust.
- High quality and timely advice to Elected Members to support them to fulfill their roles.
- A culture of respect for Elected Member Roles and provision of quality and timely advice and support.
- Efficient and effective management of Council meetings, committees and workshops.

- Exceptional internal customer service that supports the organisation to achieve good governance.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- Business Administration
- Accreditation as a Freedom of Information Officer desirable

Experience

- Experience as a Governance Officer or similar role
- Experience in Local Government is highly desirable

Knowledge

- Sound understanding of good governance principles and practices
- Knowledge concerning local Government context and Public Officer responsibilities
- Sound verbal and written communication skills
- Good ICT skills and ability to troubleshoot basic ICT issues
- Excellent organisational skills and attention to detail
- Ability to work under limited supervision and manage own workload and project work

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.

POSITION DESCRIPTION



- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.