Helping local government
build stronger communities.

Governance and Administration Officer

Position Title:	Governance and Administration Officer
Division:	Corporate Services
Employment Type:	Full Time - Ongoing
Reports To:	Manager Corporate Governance and Administration
Special Conditions:	Current driver's licence is desirable. Some intra/interstate travel with overnight stays is required. Out of hours work required.

Staff Values and Behaviours



Your Role

The Governance and Administration Officer supports the effective administration of the LGA's nominations and appointments processes and the receipt, allocation and progression of member council proposals, while providing general governance and administrative support to the Corporate Governance and Administration team.

Your Team

The Corporate Governance and Administration team is responsible for providing a range of services supporting the day-to-day corporate activities of the LGA, including building operations, reception, executive support, information management, governance and administration.

Key Responsibilities

Nominations and Appointments

In supporting the effective administration and operation of the LGA Nominations Committee, and Selection Panel formed under the nominations and appointments process, the position is responsible for:

- Coordinating the end-to-end administration of nominations and appointments processes in accordance with LGA policies and governance requirements.
- Acting as a point of contact for nominations-related enquiries and coordinating timely and professional responses.
- Maintaining oversight of nomination cycles, vacancies, appointment terms and key milestones.
- Monitoring upcoming nomination requirements and liaising with relevant subject matter experts and stakeholders to facilitate the timely progression of nominations and appointments.
- Providing support to the LGA Nominations Committee and to selection panels established for the purpose of nominations and appointments, including responding to information requests and coordinating meeting, preparing agendas, reports and briefing materials as required, and taking and distributing meeting minutes.
- Maintaining and monitoring action registers and tracking progress on actions arising from meetings.
- Preparing and coordinating correspondence relating to nominations, appointments and term expirations, including notifications, acknowledgements and thank-you correspondence.
- Coordinating communication with Committee and Selection Panel members, nominees and other stakeholders regarding nomination and appointment processes and outcomes.

- Ensuring processes, records and decisions are administered in accordance with the relevant policies and governance requirements.

Member Proposals

- Coordinating the receipt, registration and administration of Items of Business and other proposals submitted by member councils.
- Facilitating the assessment and triage of Items of Business and member proposals, including seeking input from internal subject matter experts and identifying appropriate pathways for consideration.
- Maintaining oversight of proposal registers, assessment processes and timeframes, ensuring accurate records and timely progression through governance processes and meeting cycles.
- Acting as the primary point of contact for councils throughout the assessment process, coordinating internal support and maintaining clear and timely communication regarding the status and progression of proposals.
- Supporting the development, implementation and continuous improvement of frameworks, procedures and guidance materials for the assessment and administration of member proposals, including facilitating organisational adoption and ongoing refinement of processes.

General Administration

- Supporting Manager Corporate Governance and Administration to ensure the LGA's compliance with governance and policy requirements, including contributing to continuous improvement of governance processes.
- The coordination and support of LGA events, forums and engagement activities as required subject to operational priorities.
- Coordinating, delivering or assisting with projects to support the LGA functions subject to operational priorities.
- Liaising confidently and collaboratively with stakeholders frequently, including Local, State and Federal Governments and other agencies, building and maintaining effective professional relationships.
- Providing administrative support to LGA-related Entities as required including coordinating meetings, preparing agendas, reports and briefing materials as required, and taking and distributing meeting minutes.
- Ensuring that applicable correspondence is correctly filed using the relevant approved LGA system and that incoming mail is directed to appropriate officers for action.
- Other ad hoc duties where required including assisting with LGA reception cover.

Work Health and Safety (WHS)

- Operating in compliance with WHS legislation, regulations, standards, and practices.
- Taking direction from managers/supervisors to comply with the organisation's WHS Management System.
- Taking reasonable care for your own health and safety.
- Taking reasonable care for the health and safety of others who may be affected by your acts or omissions.
- Undertaking training as determined by the training needs analysis.
- Contributing to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

Records Management

- Creating, managing and disposing of documents and records in accordance with the State Records Act 1997 and LGA policies.

Key Challenges

- Managing multiple nomination processes, administrative tasks and competing deadlines
- On an external basis, the position is called upon to interact extensively with council staff and elected members, Ministerial Offices and other external stakeholders.
- The position is required to maintain a high level of confidentiality and sensitivity and maintain political awareness in a complex environment.
- Work tasks are performed in accordance with the LGA's governance documents and Strategic Plan, while supporting the ongoing review, enhancement and continuous improvement of governance frameworks, processes and practices.

Role Dimensions

Decision Making

The Governance and Administration Officer has responsibility for day-to-day management LGA's Nominations to Outside Bodies process. The position independently plans priorities and the performance of daily activities to support the various nominations processes, liaising with key stakeholders including Advocacy. The Manager Corporate Governance and Administration is available for guidance and advice as required. The position must monitor all incoming correspondence to the LGA Nominations inbox and ensure follow-up of appropriate activities.

Role requirements

- Strong administrative and organisational skills with the ability to manage multiple processes and deadlines.
- Exceptional written and verbal communication and interpersonal skills to build strong stakeholder relationships at a senior level
- Experience in using a records management system and customer relationship management system.
- Experience in a membership organisation, government or governance environment (desirable)
- Familiarity with committee processes and governance frameworks (desirable)

Your Capabilities

1. High-quality customer focused services and executive coordination/administration
2. Demonstrated business acumen, a strong understanding of business systems and processes
3. Understanding of report-writing and literacy skills
4. Advanced organisational skills and demonstrated ability to work under pressure and meet deadlines in a high demand work environment
5. Exceptional written and verbal communication and interpersonal skills to build strong stakeholder relationships at a senior level
6. Experience in problem solving and project management
7. Demonstrated self-awareness and a commitment to personal development
8. Demonstrated ability to liaise diplomatically and effectively with Board and Committee members, senior leadership and stakeholders
9. Ability and flexibility when managing multiple priorities.