

# POSITION DESCRIPTION

## Governance and Administrative Support Officer

<b>CLASSIFICATION</b>	Governance and Administrative Support Officer
<b>SALARY</b>	Administrative Band Level 2 – approx. \$60,000 p/a + 9.5% employer contribution to superannuation
<b>VEHICLE</b>	Kilometre allowance or access work vehicle provided as required
<b>REPORTING TO</b>	Office Manager / Executive Officer
<b>EMPLOYMENT TYPE</b>	Fixed Term for 12 months Full time (part time may be negotiated)
<b>POSITION CONTACT</b>	Bridgett Leopold – 02 6023 8791
<b>OUR ORGANISATION</b>	<p>Joint Organisations are legislated groupings of regional councils across NSW. The Riverina and Murray Joint Organisation (RAMJO) comprises the following 11 Councils: Albury City, Berrigan Shire, Carrathool Shire, Edward River, Federation, Griffith City, Hay Shire, Leeton Shire, Murray River, Murrumbidgee and Narrandera Shire.</p> <p>We collaborate with these Councils, along with neighbouring JOs to deliver on regional strategic priorities and advocate on behalf of RAMJO communities. At RAMJO, we strive to create a culture conducive to learning, personal accountability, creativity and strong relationships in an encouraging environment. We are looking for those who complement our values, vision and problem-solving approach to everyday delivery of our organisational purpose.</p>
<b>OUR VISION</b>	To create a thriving region abundant in sustainable communities via collaborating effectively through strategic planning, priority setting, advocating, engaging with governments and key stakeholders to ensure the long term sustainability, wellbeing and liveability of the region’s communities.
<b>OUR VALUES</b>	<p>We are a values driven organisation and these values underpin everything we do:</p> <ul style="list-style-type: none"> <li>• <b>Communication</b> – We are honest, transparent, clear, robust, respectful and timely with our communication.</li> <li>• <b>Authentic</b> – We harness our diversity and work to our strengths by inviting and respecting our unique perspectives, talents and feedback.</li> <li>• <b>Cohesive</b> – We are committed to reaching our common goal together, so we speak with one voice on regional views.</li> <li>• <b>Evidence Based</b> – Our decisions are based on evidence and are aligned with local, regional and state strategic priorities.</li> <li>• <b>Reliable</b> – We trust each other to be consistently reliable.</li> <li>• <b>Visionary</b> – We focus our attention on the big picture and challenge and support each other to be visionary and innovative in our thinking.</li> </ul>

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<b>THE POSITION</b>	<b>Governance and Administrative Support Officer</b>
<b>KEY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Understand and effectively manage the wide range of governance and administrative activities relevant to NSW Local Government organisations.</li> <li>2. Identify and manage corporate governance compliance requirements from a local government perspective.</li> <li>3. Coordinate and draft Joint Organisation business papers and minutes in accordance with the established timeframes, ensuring a high standard of accuracy and presentation.</li> <li>4. Responsibility for information management, particularly Council programs and systems, as they relate to data integrity and records management (e.g.: TRIM / InfoCouncil)</li> <li>5. Maintain, review and update the Joint Organisation's corporate registers, policies, panels, etc as required.</li> <li>6. Perform other tasks or duties as directed by the RAMJO Executive Officer or Office Manager.</li> </ol>
<b>KEY RELATIONSHIPS</b>	<p><b>Internal:</b> RAMJO Executive Officers and staff, and relevant staff in participating Member Councils.</p> <p><b>External:</b> Local, State and Commonwealth Government agencies and Ministers, relevant stakeholders and the general public.</p>
<b>ESSENTIAL CRITERIA</b>	<ol style="list-style-type: none"> <li>1. Demonstrated high level of professionalism in the management of documentation.</li> <li>2. Evidenced capability for the interpretation and application of large volumes of information.</li> <li>3. Well-developed time management and organisational skills.</li> <li>4. Proficiency in key office applications and records management systems.</li> <li>5. Sound knowledge of, and capacity to implement, best practice internal controls for governance including: WH&amp;S, Code of Conduct, Information Management, Risk Management, Meeting Practice and Human Resources.</li> </ol>
<b>DESIRABLE CRITERIA</b>	<ol style="list-style-type: none"> <li>6. Local Government experience in NSW or demonstrable knowledge of Local Government.</li> <li>7. Demonstrated ability to interpret legislation and regulations, including the <i>NSW Local Government Act 1993 and Local Government (General) Regulation 2005</i>.</li> <li>8. Class C (standard) Driver's Licence.</li> </ol>
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>9. Preferably in a NSW Local Government capacity.</li> <li>10. Working in a lean and agile team environment.</li> </ol>

<b>FURTHER CRITERIA</b>	
<b>AUTHORITY AND ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>• Work well individually and as part of a team to focus on the regulatory, legislative and governance requirements of RAMJO.</li> <li>• Accountability for managing the Joint Organisation's governance systems, reporting and compliance.</li> </ul>

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<b>SPECIALIST KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"><li>• Proven ability to apply governance knowledge to meet NSW Local Government requirements.</li><li>• Advanced knowledge of key office applications and records management systems.</li></ul>
<b>JUDGMENT AND PROBLEM SOLVING</b>	<p>Proven ability to:</p> <ul style="list-style-type: none"><li>• Be solution-orientated with well-developed problem solving and lateral thinking skills.</li><li>• Identify opportunities for improvement and act upon them.</li></ul>

<b>INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"><li>• Positive disposition with straightforward communication skills.</li><li>• High levels of personal accountability and professional integrity.</li><li>• Ability to provide and receive feedback where an opportunity arises.</li><li>• Manage expectations of colleagues, senior staff and stakeholders.</li><li>• Respectful and reliable.</li><li>• Establish and maintain strong relationships with internal and external colleagues and stakeholders.</li></ul>
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<b>EMPLOYMENT CONDITIONS</b>	<ul style="list-style-type: none"><li>• This position involves working in a predominantly indoor environment and using a computer and a phone are considered a core component of the role. There may be regular visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, such as walking and lifting, along with general manual handling tasks as part of a normal working environment.</li><li>• Location at time of appointment: Albury.</li><li>• Full-time position with flexibility of hours/days by arrangement, or in a part-time capacity.</li></ul>
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