

Position Description: **Coordinator Governance**

POSITION DETAILS

Position grade	Grade 13		
Position type	Permanent, full-time		
Reports to	Manager Governance		
Department	Governance and Risk		
Job function group	Leadership		
Staff reporting responsibilities	Yes	Budget responsibility	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Coordinator Governance is responsible for providing effective and efficient Governance services in the areas of Corporate Governance and events, Council and committee meetings administration support, Councillor support and providing administration support to the organisation. This role is also responsible for facilitating public access to Council business information and promoting compliance with privacy management requirements.

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualifications in business administration/local government or similar, and/or extensive experience in a similar role.
- Experience in local government administration including the coordination of Council and Committee meetings knowledge of meeting procedures and practices.
- Experience in preparing input for and coordinating the preparation of business papers and the taking of minutes at Council meetings.
- Demonstrated experience and knowledge in the administration and interpretation of the Local Government Act and Regulations, providing sound governance advice and ensuring Council is compliant with statutory requirements under the Local Government Act.
- Strong organisational and time management skills, with the ability to multitask and meet deadlines.
- Demonstrated high level of interpersonal, written and communication skills.

- Proven ability to operate in a complex political environment.
- Knowledge of legislation that relate to the management and provision of information in local government and oversight of the Access to Information request management of Council.
- Demonstrated experience in the coordination of Councillor briefings, workshops and civic events as required.
- Working with Children Check.

Desirable

- Experience in working with an electronic document and records management system and/or business paper/board paper software.
- Experience in the use/administration of the InfoCouncil report management system.

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verifications (if required)
- ☐ Working with Children Check

DUTIES AND RESPONSIBILITIES

Governance

- Provide sound governance advice and ensure Council is compliant with its statutory requirements under the *Local Government Act*.
- Coordinate and oversee the formal and informal Access to Information request processing of Council in accordance with the *Government Information (Public Access) Act 2009*.
- Coordinate and maintain the competency assessment process.
- Proactively and professionally manage interactions with Councillors and support the elected Council and committees of Council.
- Deliver high quality customer service and oversee the Councillor Induction and Councillor Professional Development framework as well as oversee the administration of general matters such as expense claims.
- Coordinate Council's policies, including coordinating updates and reviews of templates and policy requirements.
- Assist the Manager Governance with development of policies, procedures and other relevant tools that are required for the effective operations of the Governance unit.

Administration

- Provide effective and efficient administrative support to Council and various committees of Council as required. This includes the live minute taking of Council meetings.
- Lead the drafting and finalisation of business papers and minutes of Council and Committee meetings to ensure a high standard of professionalism is maintained and deadlines are met.
- Play an active role in developing and refining the electronic business paper process for Council and Committee meetings.
- Provide high level skills in preparing reports and input for Governance matters, the Council business correspondence and other relevant actions arising out of the Council's decisions.



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- Coordinate the prompt dispatch of Council resolutions to the appropriate officers for actioning and the preparation and dispatch of correspondence emanating from Council resolutions, within agreed timeframes.

Civic events

- Coordinate the Civic Events function and ensure that events are planned and executed in a professional manner.
- Ensure professional liaison and information is prepared and provided where required to elected officials in attendance of such functions.
- Ensure the successful delivery of Civic Events such as Citizenship ceremonies.
- Attend Civic events to ensure the success of their delivery where required.

General

- Manage the keeping and publication of Council's records within the business unit to comply with the State Records Act/Government Information Public Access/Privacy Act.
- Provide regular feedback (including that for underperformance and poor attendance) and recognition to Governance and Access to Information Officers to encourage good performance.
- Operate in accordance with Council policies, procedures and specific guidelines, and relevant legislation.

YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and



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supportive Council environment, which endeavours to promote child safe, child friendly practices.

- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud and Corruption Control Plan and Policy.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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