

Position Description



Corporate Integrity Project and Support Officer

Position Title:	Corporate Integrity Project and Support Officer
Classification:	Band 6
Department:	Corporate Integrity
Approved by:	People Experience Business Partner
Date approved:	August 2026

1. Position Overview

To provide high quality and efficient administration support to the Manager Corporate Integrity and the Corporate Integrity Department and other special projects as requested by the Manager Corporate Integrity.

2. Position Objectives

- Support the successful delivery of departmental objectives by either leading, contributing to and assisting with key projects and initiatives.
- Provide high-level administrative executive support to the Manager, including research, drafting correspondence and reports and diary management.
- Undertake project administration tasks, including purchase order processing, invoice acquittal, coordination of appointments and meetings, and document preparation and distribution.
- Build and maintain strong relationships internally and externally to ensure the effective functioning of the Corporate Integrity Group.
- Plan and coordinate training and networking activities, provide relief support across the Corporate Integrity group, and undertake additional duties as required to ensure operational continuity.

3. Organisational relationships

Internal	External
• Councillors • CEO • Executive Leadership Team • Executive Assistants	• Community members and Business representatives • Suppliers • Non-government organisations

• Senior Leadership Team • Corporate Integrity Group • All staff	• Integrity agencies • Government departments • Victorian Electoral Commission • Representative bodies (ie MAV, VLGA) • Other Councils
Reports to:	
• Manager Corporate Integrity	
Supervises	
• Nil	

4. Position Characteristics

Accountability and Extent of Authority

May manage resources and/or provide advice to or regulate customers and/or provide input into the development of policy.

Where the prime responsibility is resource management, the freedom to act is governed by clear objectives and/or budgets, with regular reporting mechanisms to ensure adherence to goals and objectives. The effect of decisions and actions taken is usually limited to the quality or cost of the programs and projects being managed.

Where the prime responsibility is to provide specialist advice to or regulate customers, the freedom to act is subject to regulations, policies and regular supervision. The effect of decisions and actions taken on individual customers may be significant but is usually subject to appeal or review by more senior employees.

Few positions are primarily involved in policy development. Where they are, work is usually investigative and analytical in nature. Freedom to act is prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.

May have formal input into policy development within their area of expertise and/or management.

Judgement and Decision Making

Work is usually specialised, with methods, procedures and processes developed from theory or precedent. Work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

Specialist Skills, Knowledge and Experience

May require proficiency in the application of theoretical or scientific disciplines, including the underlying principles as distinct from the practices.

Understanding of the long-term goals of the functional unit and of the relevant policies of both the unit and the wider organisation is required.

Where the primary function is to manage resources, familiarity with relevant budgeting techniques is required.

Hobsons Bay City Council

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Management Skills

Skills in managing time, setting priorities, planning and organising own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable are required.

Where management of employees is part of the job, an understanding of and an ability to implement personnel practices, including those related to equal employment opportunity, occupational health and safety and employees' development is required.

Interpersonal Skills

Able to gain co-operation and assistance from customers, members of the public and other employees in the administration of defined activities and in the supervision of other employees is required.

Able to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

Qualifications and Experience

Skills and knowledge needed for entry to Band 6 are beyond those normally acquired through tertiary education alone, would be gained through completion of a degree or diploma course with some relevant experience, and may be acquired through lesser formal qualifications and substantial relevant experience, or through substantial relevant experience in the field of specialist expertise.

5. Key Selection Criteria [add 5-6 KSC including relevant quals]

- Qualifications in business administration, related discipline, or relevant experience – highly desirable to have a diploma in business administration.
- Extensive experience providing executive and administrative support, including correspondence, minute taking, scheduling, and coordination of meetings and travel.
- Highly developed communication and interpersonal skills, with proven ability to build and maintain effective relationships across teams and with external stakeholders.
- Demonstrated ability to support and lead projects and governance processes, including coordinating committees, ensuring compliance and effective outcomes.
- Strong organisational skills with experience managing competing priorities, coordinating events, and undertaking project administration tasks such as purchase orders and invoice processing.
- Ability to provide sound advice and support on various matters, applying problem-solving skills and professional judgement.
- Proven ability to work flexibly across teams, provide relief support, and undertake a broad range of duties in a dynamic environment.

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6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Ability to satisfactorily pass a national police check (and where necessary an international check)
- Willingness and ability to secure a Working with Children Check
- Current Victorian Driver's Licence (or ability to travel between required work locations in a timely fashion).

Physical

Daily work will be performed in an office environment, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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