

Position Description

Administration Officer (Governance)

Position profile

Business Unit	Governance and Risk	Position number	P10163 P10164 P10165 P10166
Department	City Performance	Status	Full Time Permanent / Part Time Permanent
Salary group		Date endorsed	4 July 2017
Reports to	Coordinator Governance		

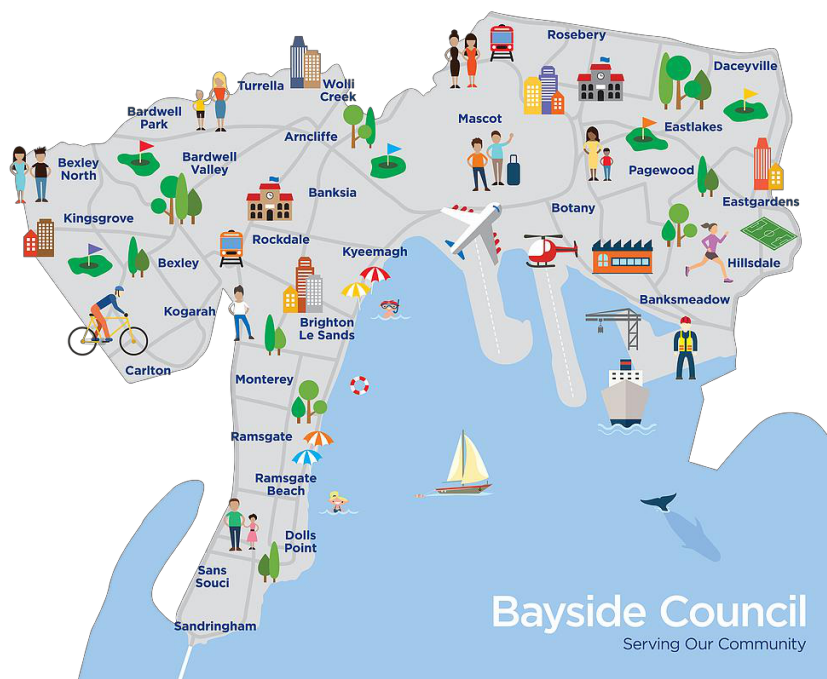
Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- Empowered People** - We are courageous and innovative - committed to making a difference in our work
- Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- Exceptional Service** - We go above and beyond - delivering an outstanding customer experience every time

Primary purpose of the role

Provide support with governance related activities across Council to facilitate good practice in ethics and values and the decision making process.

The role is responsible to support the coordination, maintenance and communication of robust governance frameworks and supporting policies, systems, procedures and processes in line with legislative compliance.

Key accountabilities

Within the area of responsibility, this role is required to:

- Support the provision of accurate advice, support and information to Council business units regarding governance related functions to promote consistent decision making.
- Assist to implement and maintain governance systems and projects to enable legislative compliance and business improvements.
- Provide support to maintain Council's policy and procedure framework to maintain a current single source of truth for all Council's policies and procedures.
- Maintain Council's Business Paper system to reflect currency of the various meetings and forums and provide advice and support to staff.
- Coordinate agendas, minutes, speakers and public notification requirements to support timely, open and transparent Council processes and decision making.
- Update and maintain relevant record management systems and governance, delegations, and reporting registers and systems to meet statutory reporting and policy requirements.
- Provide accurate and timely secretariat services for relevant Council governance forums and meetings.
- Collate relevant information and statistics regarding Council performance against governance responsibilities to enable organisational direction, strategy and decision making.
- Assist to coordinate staff training arrangements to raise awareness of individual and Council responsibilities regarding ethical behavioural standards and governance frameworks.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.

- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Championing governance across Council to generate stakeholder confidence and trust, and reliable decision making given higher community expectations.
- Providing internal and external customers with timely and relevant information and support in a manner that maintains a quality service and a positive customer experience.
- Working cooperatively to manage competing priorities in a timely manner given a high volume environment and the complexity and diversity of Council operations.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

Role Dimensions

Decision Making





- The role is responsible for delivering activities and tasks, on time, and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day priorities in line with approved team work and Council plans.

Essential Requirements

- Relevant qualifications and/or equivalent experience.
- Availability to attend out of office meetings as required.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<input type="checkbox"/> Represent the organisation in an honest, ethical and professional way <input type="checkbox"/> Support a culture of integrity and professionalism <input type="checkbox"/> Understand and follow legislation, rules, policies, guidelines and codes of conduct <input type="checkbox"/> Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct <input type="checkbox"/> Recognise and report misconduct, illegal or inappropriate behaviour <input type="checkbox"/> Report and manage apparent conflicts of interest
Relationships Work Collaboratively	Intermediate	<input type="checkbox"/> Build a supportive and co-operative team environment <input type="checkbox"/> Share information and learning across teams <input type="checkbox"/> Acknowledge outcomes which were achieved by effective collaboration <input type="checkbox"/> Engage other teams/units to share information and solve issues and problems jointly <input type="checkbox"/> Support others in challenging situations
Results Think and Solve Problems	Intermediate	<input type="checkbox"/> Research and analyse information and make recommendations based on relevant evidence <input type="checkbox"/> Identify issues that may hinder completion of tasks and find appropriate solutions <input type="checkbox"/> Be willing to seek out input from others and share own ideas to achieve best outcomes <input type="checkbox"/> Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Technology	Intermediate	<input type="checkbox"/> Apply computer applications that enable performance of more complex tasks <input type="checkbox"/> Apply practical skills in the use of relevant technology <input type="checkbox"/> Make effective use of records, information and knowledge management functions and systems <input type="checkbox"/> Understand and comply with information and communications security and acceptable use policies <input type="checkbox"/> Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	<p>Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in the implementation of WHS information within Council's Safety Management System (SMS) <input type="checkbox"/> Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations <input type="checkbox"/> Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives <input type="checkbox"/> Wear personal protective equipment and follow safe work procedures, where relevant <input type="checkbox"/> Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and <input type="checkbox"/> Participate in incident investigations and risk assessments within 24 hours of notification <p>INDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lifting/moving files, storage boxes etc, <input type="checkbox"/> Moving equipment for set up and storage, <input type="checkbox"/> Moving tables and chairs for meetings or training, <input type="checkbox"/> Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.

Disclosures of Interest

Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).

Equal Employment Opportunity

Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE

Does this position fall under the definition of child related employment?	No
Does this position require incumbent to undergo criminal reference check?	No
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	No
Specify licence:	
Will incumbent need to make disclosure of pecuniary interest?	Yes
Could there be a conflict of interest with secondary employment?	Yes