

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Governance Officer	REPORTS TO:	Manager Governance and Risk
POSITION LEVEL:	Level 4-5	FINANCIAL DELEGATION	\$2,000
DEPARTMENT:	Office of the CEO	BUSINESS UNIT:	Governance
REVIEWED BY:		REVIEW DATE:	
APPROVAL DATE:		APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>The Governance Officer supports the council in delivering transparent, accountable, and compliant governance practices. This role ensures elected members and staff operate within legislative frameworks, promotes ethical decision-making, and strengthens community trust in council operations.</p> <p>The role of Governance Officer supports administration, coordination and improvement in the governance process and systems across the organisation. The role supports the organisation in the maintenance of legislative, ethical and compliance standards to ensure the community and key stakeholders maintain public confidence in the Council.</p>			
3. POSITION'S KEY RESPONSIBILITIES			
<p>Council and Committee Support</p> <ul style="list-style-type: none"> • Provide high level administrative support and coordination with Council Meetings and selected Committee meetings including, preparation and distribution of agendas, recording minutes, management of confidential items and coordination of follow up actions. Also facilitate room bookings, meeting equipment operations including video and teleconferences, and organise catering. • Assist in developing Council and Committee meetings agendas and minutes to ensure they are in accordance with legislative requirements, established policies, frameworks, standards and procedures. • Provide governance advice to elected members and senior staff. • Ensure compliance with meeting procedures under the <i>Local Government Act 2019</i>. • Prepare Council reports as required and undertake supporting research. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Provide high level administrative support in maintaining the Council Policy and Procedures Framework. • Work closely with policy authors across the organisation to conduct policy and procedure reviews and assisting the organisation with policy development and review. • Assist with the development and maintenance of policies, procedures, guidelines, forms and other supporting documents. • Monitor compliance with legislation, regulations, and council by-laws. • Support internal audits and risk management processes. • Read and interpret legislation, including but not limited to the <i>Local Government Act 2019</i>. <p>Transparency and Accountability</p> <ul style="list-style-type: none"> • Provide administrative support in maintaining Governance Registers. • Ensure council decisions are recorded and communicated clearly to the community. <p>Risk and Ethics</p> <ul style="list-style-type: none"> • Support the risk management framework and administration. • Promote ethical procurement and contract management practices. • Assist in training and guidance on governance responsibilities to staff and councillors. <p>Community Engagement</p> <ul style="list-style-type: none"> • Contribute to and provide support for the Council elections and by-elections administration. • Support initiatives that strengthen public trust and participation in council decision-making. 			

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



Other	
<ul style="list-style-type: none"> Comply with statutory obligations of the Northern Territory <i>Local Government Act 2019</i> and Regulations in relation to matters pertaining the Chief Executive Officer, Mayor and Councillors' activities. Write standard reports and participate in the creation of Council's Annual and Municipal reports. Use Council's Electronic Record Management System (ERMS) to effectively and efficiently store records and information and ensure records are kept according to disposal schedules. Work in conjunction with other Council employees to deliver excellent services to the Katherine Community, share ideas and resources, collaborate, cooperate and foster happy working relations. Assist the Manager Governance and Risk or CEO with ad-hoc governance tasks and other responsibilities as directed at level. 	
4. ORGANISATIONAL RESPONSIBILITIES	
<ol style="list-style-type: none"> Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace. Ensure all works that are undertaken, both by self and Depot staff, are done in a safe and practical manner. Ensure necessary Personal Protective Equipment (PPE) are always being worn. To be responsible for ensuring own safety and health and that of other people in the workplace. Develop and assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster; Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs; Foster sustainable, honest relationships with the community and stakeholders Perform and deliver results that align with organisations strategic direction and serve our community; Work in accordance with Council's Vision and Mission statement. 	
5. Level of Responsibility	
Authority & Accountability	The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.
Judgment & Problem Solving	Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations.
Specialist Knowledge & Skills	Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on the job training.
Management Skills	May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes.
Interpersonal Skills	Persuasive communications skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.
Qualifications & Experience	Require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include:(a) post-trade certificate and/or other post-secondary qualification below diploma or degree; or(b) extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. SELECTION CRITERIA		
Essential	<ul style="list-style-type: none"> • Current 'C' Class Drivers Licence. • Exceptional organisational skills with a passion for planning, organising and prioritising administrative tasks and systems to meet deadlines. • Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders. • Knowledge of and capacity to provide policy coordination with the ability to influence staff at all levels. • Exceptional written and verbal communications skills, with the ability to communicate, understand and interpret information to delivery exceptional outcomes. • Ability to understand various legislations, statutory obligation and Council policies in order to make informed decisions. • Ability to accurately record meetings and write standardised meeting minutes, documents and agendas. • Have a high degree of coordination, organisational skills and critical thinking capabilities. • High level of accuracy and have exceptional attention to detail with executive level matters. • High degree of professionalism and ability to maintain confidentiality; • Minimum experience of 2 years in similar or related role. 	
Desirable	<ul style="list-style-type: none"> • Tertiary qualification in business administration or other related field. • Experience in Local Government, governance, or compliance. 	
2. ACKNOWLEDGMENTS		
Employee:		Date:
Manager/HR:		Date: