



KATHERINE
TOWN COUNCIL

Governance Officer – Working Group

Department: Office of the Chief Executive Officer

Business unit: Governance

Reports to: Manager Governance and Risk

Position level: Level 5

Position context

The Governance Officer - Working Group supports governance, coordination and administration of Council working groups and committees including the Waste Management Strategy Review Working Group, Community Safety Action Group, Infrastructure and Assets Committee, and User Groups. The role supports governance and compliance administration, corporate risk management and strategic planning functions. The role ensures transparency, accountability and effective stakeholder engagement.

Our Vision

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.

Our Mission

Together, we will work effectively today to shape our exceptional future tomorrows.

Our Values

- Accepting of diversity
- Sense of community
- Respect for people, environment and culture

About the role

Position's key responsibilities	Committee Support • Coordinate council working group and committee meetings, reports, agendas, minutes and action tracking ensuring they are effectively run and governance is achieved within required frames for council to maintain legislative compliance and alignment with strategic objectives. • Support stakeholder engagement and communication • Assist with strategic projects and reporting • Work collaboratively with internal stakeholders and working group and committee leads to support the review, development, and continuous improvement of the working groups and committees. • Policy and Compliance • Provide high-level administrative and governance support to maintain Council's policy and procedures framework, ensuring alignment with working group and committee activities and strategic priorities. • Support policy development and governance processes • Work collaboratively with internal stakeholders and working group and committee leads to support the review, development, and continuous improvement of policies and procedures. • Assist in the development, coordination, and maintenance of policies, procedures, guidelines, templates, and supporting governance documentation relevant to working groups and committees, and Council operations. • Monitor compliance with relevant legislation, regulations, and Council By-Laws, ensuring working group and committees activities are conducted within appropriate governance frameworks. • Support internal audit processes, risk management activities, and governance reporting to ensure transparency, accountability, and effective decision-making across working groups and committees. Transparency and Accountability • Provide administrative and governance support in maintaining accurate and up-to-date working group and committees' governance registers, including actions, decisions, and membership records. • Ensure decisions, outcomes, and key updates from working groups and committees are clearly documented, tracked, and communicated to relevant stakeholders, supporting transparency and informed decision-making. • Assist in the preparation and distribution of reports, updates, and communications to ensure alignment between working groups and committees, Council, and the community. • Support the corporate risk management framework and administration. • Promote ethical procurement and contract management practices.
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	- Assist in training and guidance on governance responsibilities of the working groups and committees Community Engagement - Provide coordination and administrative support to working groups and committees to facilitate effective stakeholder and community engagement activities, ensuring inclusive participation and clear communication. - Support initiatives that strengthen community trust, transparency, and participation in Council decision-making, particularly through working groups, communities and advisory forums. - Assist in the planning and delivery of engagement activities, including workshops, consultations, and communications aligned to Council priorities and strategic projects. Other - 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.
Organisational responsibilities	- 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. - Assist in the implementation of the Katherine Town Council's Emergency 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. - Provide excellent customer service through incoming telephone calls, emails and front-counter enquiries

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.
Qualification & 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.
Selection criteria	
Essential	• 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	• Experience in Local Government. • Qualifications at Diploma level or higher in Governance or business qualification • Experience with EDRMS systems information management or other relevant area.
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ACKNOWLEDGMENTS		
Employee:		Date:
Manager/HR:		Date:
Financial delegation	\$tba	
Reviewed by:	Manager, People and Culture	
Review date:	June 2026	
Approval date:		
Approved by:	CEO	