



Willoughby City Council

Position Description

Position:	Governance & Corporate Planning Officer
Branch:	Administrative Services
Division:	Corporate Services
Location:	Administration Building 31 Victor St, Chatswood.
Reports to:	Administrative Services Manager
Classification:	ATT 3 (5-10)
Hours of Work:	35 Hours per week
Special Requirements:	Attendance at evening Council meetings
Date Revised:	February 2013

Position Objective

1. To assist in the development and maintenance of the corporate and management planning process, in particular Council's Delivery and Operation Plans and the general implementation and refinement of the Integrated Planning and Reporting process.
2. To ensure that organisational correspondence and requests are answered and to support an effective complaints management system
3. To provide an effective, efficient and timely administrative support service to the organisation.
4. To support the organisation by developing and implementing governance procedures consistent with best practice in local government.
5. To assist with policy development and review.

Selection Criteria:

Essential Requirements

- Demonstrated knowledge of the Integrated Planning & Reporting Process.
- Experience in the preparation of strategic and operational plans.
- Proficient user of Windows based computer systems.

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- Extensive experience in the use of Microsoft Office software, in particular Word & Excel Intermediate to Advanced Level.
 - Excellent written and verbal communication skills and workshop facilitation skills.
 - Previous experience in an administrative role preferably with knowledge of governance obligations and requirements within the NSW Local Government context.
 - Experience in community consultation.
 - A structured approach to work, good organisational skills including time management;
 - Current NSW Class C Driver's Licence.
 - Awareness of and commitment to the principles of Work Health and Safety (WHS) and a commitment to attend relevant training.
 - Awareness of and commitment to the principles of Equal Employment Opportunity (EEO).

Desirable Attributes

- Knowledge of the Local Government Act 1993 and associated legislation.
- Knowledge of meeting procedures and experience in minuting meetings.
- Knowledge of differing consultation methodologies.
- Knowledge of overall project management methodologies.

Duties & Responsibilities:

Integrated Planning and Reporting

1. Assist with the implementation and refinement of corporate planning documents including the Community Engagement Strategy, Resourcing Strategy, Delivery Program, Operational Plan and Annual Report.
2. Assist with the reporting on progress of operational and strategic plans and monitoring of performance indicators.

Correspondence - Follow up

3. Using system reports from the documents management system (ECM), track and follow up and outstanding and unanswered correspondence. Monitor correspondence workflows to ensure turn-around times are met

Community Engagement

4. Continue the development of Council's community engagement utilizing social media and online tools.
5. Assist and advise other staff on community engagement strategies to achieve the most effective results.

Council and Committee Meetings

6. Attendance at Council and Committee meetings and the recording and preparation of minutes (involving working outside of normal business hours.)
7. Preparation of reports for consideration of Council and committees using the Minute Manager Business Paper system.

Policy

8. Developing and improving Council's Governance Policies and Codes.

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9. Assisting with the review and updating of Council's Policy Register - involving each component of the Register being reviewed by the relevant Director(s) and MANEX

Governance

10. Processing applications under the Government Information (Public Access) Act and advising on the inspection of Council files by members of the public and issues relating to the Privacy and Personal Information Protection Act.
11. Advice to Councillors, staff and members of the public about access to Council files and information under the Government Information (Public Access) Act and the Privacy and Personnel Information Act.
12. Processing of subpoenas served on Council for the production of files for court matters.

Fraud and Corruption Prevention

13. Assist with the implementation of fraud and corruption prevention strategies into the organisation and to develop appropriate policies and procedures.
14. Review and refine Council's Complaints Management policy and procedures in line with best practice and recommendations contained in the Review of Fraud and Corruption by the Internal Auditor.

Governance Reporting

15. Preparation of reports to comply with Council's governance requirements, viz:
- Disclosure of Interest Returns
 - Quarterly report on File Access Requests.
 - Annual report on declarations received under Council's Gifts and Benefits Policy
 - Monthly report to General Manager on Complaints Register

Support Services

16. Representing Council in public relations matters such as:
- Conducting talks to schoolchildren who visit Council as part of a school excursion. This duty involves the update and provision of the "Project Information Kit".
 - Hosting visits by overseas delegations and giving presentations as needed including ongoing maintenance of PowerPoint presentation.
 - Assisting at Citizenship Ceremonies when required.
17. Assisting with the production of Council's business paper on a weekly basis and printing services in general.
18. Liaise with Council's Website Officer to improve and update information in the Administrative Services section of the website and Intranet.

Organisational Accountabilities:

All employees have general organisational responsibilities. These include:

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1. Understanding and complying with the spirit and content of Council's Code of Conduct. A copy of the Code is provided at formal induction and is available on Council's intranet under "**Human Resources**".
 2. Fulfilling all work health and safety responsibilities as outlined in the Work Health and Safety Policy, which is provided to all staff at induction and available on Council's intranet under Human Resources – Policies and Procedure.
 3. Providing commitment to Council's Sustainability Charter and applying the principles of sustainability to all work practices.
 4. Complying with Council's Contractor Management System when engaging contractors.
 5. Responsible and accountable for creating, registering and keeping records as required by the State Records Act 1998, abiding by the Information Management Policy and using the required systems and procedures.
 6. Understanding and undertaking all work in accordance with relevant Council policies and procedures. [Council's policies and procedures may be varied, changed or revoked by Council at any time].

Key Performance Indicators

- All work is completed on time and in accordance with Council's legislative and corporate standards.
- Accurate and timely preparation of Council and Committee minutes
- Regular and timely presentation of governance reports to comply with Council's legal requirements.
- All stakeholders are consulted in a timely, helpful, informative manner.
- Provision of a responsive and timely support service for the organisation.

Contacts Arising from the Position:

Within Council

- Mayor and Councillors
- Staff in all Divisions of the organisation

Outside Council

- Members of the public
- Community representatives
- Staff from other councils
- Officers from Government Departments

(Updated Feb 2013)