

# Position Description

<b>POSITION TITLE</b>	Generalist, Governance
<b>POSITION NUMBER</b>	101202
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 5
<b>POSITION TYPE</b>	Permanent Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	Office of the CEO
<b>LOCATION/S</b>	Alice Springs
<b>SUPERVISOR</b>	Advisor, Governance
<b>POSITIONS SUPERVISED</b>	This position has no direct reports

## PRIMARY OBJECTIVE

The Generalist Governance is supporting the function in maintaining compliance with the Local Government Act, coordinating projects in a governance capacity relating to elected and appointed members and employees and administrative support of Council and Local Authorities in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

## KEY DUTIES AND RESPONSIBILITIES

1. Administrative coordination of the following Council services:
  - a. Local Authority meetings; and
  - b. Governance and compliance.
2. Provide secretarial support to the Local Authorities and Council meetings. This includes, but is not limited to:
  - a. Arranging meeting including attending Local Authority meetings and supporting Council meetings;
  - b. Coordination and construction of agendas for meetings;
  - c. Liaising with Regional Managers and Directors to ensure timely reports, coordinating external agencies, ensuring quorum and distributing agendas;
  - d. Recording minutes from meetings; documenting actions and feedback arising from meetings, liaising with external agencies with regard to minutes, writing and distributing minutes;
  - e. Ensuring all Local Authority projects are coordinated, actions and feedback are monitored and followed up on in a timely manner and Community Plan actions are up to date.
3. Support the Governance Advisor in providing elected members and Local Authority members with support, payment of entitlements, arranging accommodation and any logistics associated with professional development.
4. Build and maintain strong relationships with key internal and external stakeholders to ensure effective communication of governance requirements.
5. Assist with Council elections by supporting community engagement activities required for the development of council plans.
6. Support the Governance Advisor in ensuring Council is compliant with the Local Government Act in terms of policy and meeting requirements.
7. Be engaged in an effective and proactive health, safety and wellbeing culture.
8. Any other reasonable duties delegated by the Supervisor which are within level.

## SELECTION CRITERIA

### Essential

1. Certificate IV in a related discipline and/or extensive knowledge and skills gained through on-the-job training.
2. Demonstrated high level administrative skills and experience gained in an office environment.
3. Demonstrated superior time management skills with the ability to manage competing priorities, requests and deadlines while maintaining a high level of accuracy and attention to detail.
4. Proven ability to develop and maintain positive working relationships with internal and external stakeholders from a range of cultural backgrounds.
5. Proven ability in effectively managing confidential and sensitive information that has the potential to impact on organisation objectives or reputation.
6. Ability to liaise with Directors, Managers, employees and Councillors to progress organisational matters.
7. Knowledge of the Local Government Act, and or experience working in Local Government.
8. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
9. Current Class C Licence.
10. Acceptable Police Check and Ochre Card.