POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Administration Officer, Governance
LEVEL: L4
TERM: Full Time Permanent
REPORTING TO: Governance Manager
LOCATION: Alice Springs (with an obligation to spend at least 25% of work time working and staying in remote service deliver centres)

OBJECTIVES OF THE POSITION:

This position is responsible for supporting the Governance Manager in discharging corporate governance responsibilities. The role is primarily responsible for the secretarial support to the 13 Local Authority and Council committees that Central Desert Regional Council facilitates. The ideal candidate will have a strong eye for detail, the ability to communicate clearly in writing and be consistent in their approach to routine documentation.

This role requires a substantial amount of overnight travel to remote communities.

DUTIES AND RESPONSIBILITIES:

As instructed by the Governance Manager, perform the following duties:
1. Promote best practice corporate governance and ensure compliance with all statutory and non-statutory requirements
2. Take ownership of secretarial support required for the Regional Council and its associated committees. This includes, but is not limited to;
   a. Arrange meetings
   b. Produce and distribute agendas for meetings
   c. Take and distribute minutes
   d. Coordinate the output arising from meetings
3. Elected and Appointed member support including payment of entitlements, accommodation and other logistics
4. Assisting with Local Government and Local Authority elections
5. Become the council’s ‘super user’ for the software package used to administer minutes and agendas
6. Other duties and special projects as directed

SELECTION CRITERIA

Essential

- Previous administrative experience in a secretarial role or in support/coordination role with strong written and verbal communication skills
- Previous experience working in an environment where efficiency and attention to detail are required
• Ability to manage competing priorities with constant interruptions whilst remaining organised
• Strong capacity to adapt to a changing environment
• Ability to take initiative and work autonomously
• Willingness to travel to, and stay in remote aboriginal communities frequently

Desirable:
• 4WD experience or a willingness to undertake training
• Experience working with Aboriginal people, preferably elders and senior staff
• Knowledge of the role and function of Local Government

The Governance Officer will be expected to:

• Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
• Drive a 4WD vehicle.
• Hold a current drivers licence.
• Hold a current first aid certificate or have the ability to obtain this qualification.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. Applications will not normally be acknowledged on receipt. Only short-listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short-listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.
Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

**SALARY**

The salary is Level 4 (Salary $61,583.83 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

**SUPERANNUATION**

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

**ANNUAL LEAVE**

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

**LONG SERVICE LEAVE**

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

**PERSONAL/CARERS’ LEAVE**

A permanent full time employee accumulates Personal/Carers’ Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers’ Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee’s immediate family, or a member of the employee’s household, who requires care or support because of:
  - A personal illness, or personal injury, affecting the member, or
  - An unexpected emergency affecting the member.
• For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee’s household.

• For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

• spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers’ leave.

STUDY LEAVE

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave.

Cultural leave does not accumulate from year to year.

PROBATION

This role will be subject to an initial probationary period of six months.

RELOCATION EXPENSES

The Regional Council’s relocation policy which is on the website will apply. The payment of relocation expenses is made on the condition that if for any reason the manager resigns within one year of the appointment date, then they will refund the full amount.