



## POSITION DESCRIPTION

POSITION TITLE	Senior Governance Officer
DIRECTORATE - SECTION	Office of the CEO - Governance
LEVEL - EBA	6/7 - Salaried
RESPONSIBLE TO	Manager Governance

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

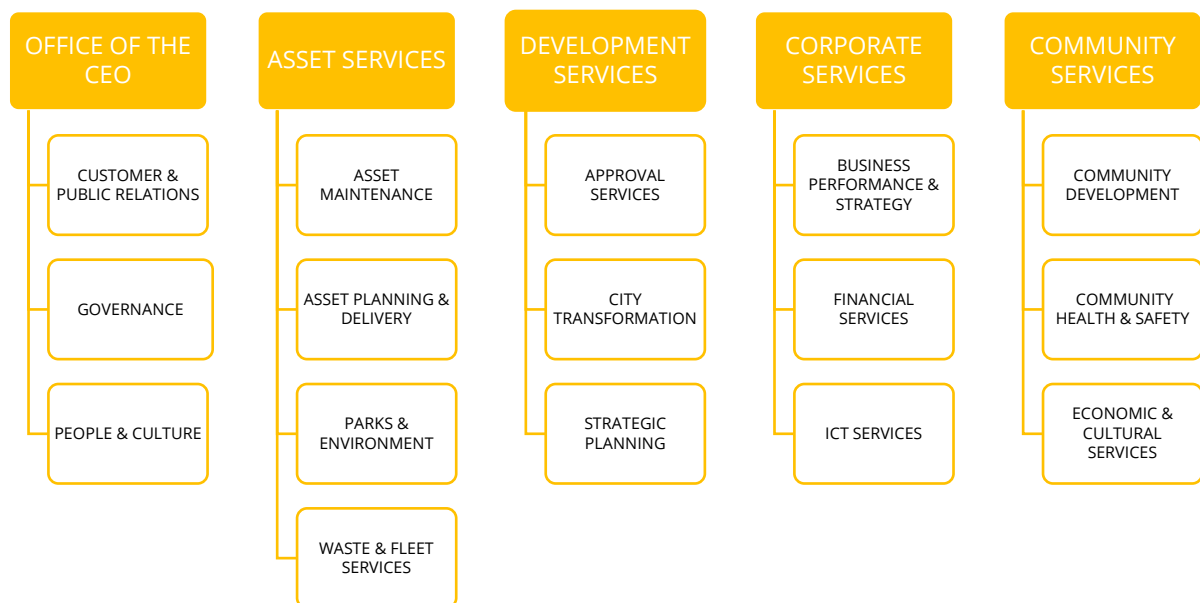
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Provide support to the organisation to ensure good governance practices are maintained.

## KEY RESULT AREAS

### CUSTOMER SERVICE

- Proactively maintain and further foster excellence in customer service values and culture throughout the City to both internal and external clients, with a consistently positive image of Council being promoted to the community.

### RESEARCH AND REPORT

- Undertake research and development tasks of a complex nature.
- Provide information to the Manager Governance in relation to policy and research areas relevant to the position requirements including the analysis of legislative provisions impacting on local governments powers and responsibilities.
- Maintain up to date knowledge of the latest developments in local government functions and services.
- Undertake research and prepare reports and submissions on a range of issues relevant to the position.

### ELECTIONS

- Contribute to and provide support with the administration of Ordinary and Extraordinary Local Government Elections.

### POLICY

- Maintain the City's Policy Framework.
- Work closely with policy authors to conduct policy and procedure reviews, assisting as required.
- Draft and maintain policies and procedures for the Governance Business Unit.

### COMPLIANCE

- Manage the compliance framework, including the monitoring and audit of the City's compliance obligations.

### REVIEW AND DEVELOPMENT

- Assist the Manager Governance with the annual review of the City's delegations of authority.

### LEADERSHIP

- Provide support and training in the use of the City's report systems (Doc Assembler, Docs On Tap).
- Provide governance training and induction as required.

## **ADMINISTRATIVE**

- Responsible for overseeing and preparing agendas and minutes for the internal Coordinators and Managers group meetings.
- Support the preparation of agendas and meetings for the Executive Management Team and Council.
- Provide support for the processes relating to local government elections.

## **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

## **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- A relevant tertiary qualification and/or five years' experience in a similar role.

## **SELECTION CRITERIA**

1. Advanced written communication skills with the ability to undertake research and prepare written reports.
2. Strong interpersonal and organisational skills.
3. Proven ability to apply excellent attention to detail and complete tasks to a high level of accuracy.
4. Ability to work under direction to achieve high quality results by taking a shared responsibility for setting priorities, organising workloads and meeting prescribed or self-imposed deadlines in a team environment.
5. Developed time management skills and an ability to manage multiple tasks.
6. Ability to interpret and apply legislation and policy.
7. Ability to work after hours as required.
8. Proven experience in the use of Microsoft Office Apps.
9. Demonstrated ability to work within a team environment.
10. A good knowledge and understanding of the Local Government Act 1995 and other legislation relevant to local government (desirable).

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Governance

DATE PD REVIEWED/APPROVED: 18 June 2025

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