

# Governance Administration Officer

## Position Description



**Position number** 202113  
**Directorate** Finance and Governance  
**Department** Governance  
**Immediate Supervisor** Coordinator Governance  
**Supervising Positions(s)** Nil.  
**Level** OP4.1

### Position Approval

Sheree Sherry  
Executive Manager Finance,  
Governance & ICT

**02 / 08 / 2024**

Review and Approval Date

### Position Objective

To provide exceptional secretariat and administrative support to Local Authority and Council meetings of the MacDonnell Regional Council (MRC) in compliance with the *Local Government Act 2019* and associated Guidelines.

### Key Duties and Responsibilities

- Provide secretariat support to Local Authority and Council meetings and assist with the preparation and dissemination of agendas and minutes.
- Coordinated incoming and preparing outgoing correspondence.
- Organise travel, accommodation, catering and allowances for meetings.
- Assist with the scheduling of the Local Authority and Council meetings.
- Assist with training and development of Local Authority members in the area of governance.
- Assist in community engagement activities with Local Authority members and Councillors.
- Contribute to the ongoing development and improvement of sound administrative processes to support expedient and accurate reporting for Local Authorities and Council.
- Embrace and demonstrate the values of the Council in all work tasks.
- Maintain an awareness of and adhere to the MRC Safety Management System requirements, policies and procedures.
- Abide by the Employee Code of Conduct and the MRC Enterprise Agreement.
- Any other reasonable duties as requested.

### Skills and Attributes

- Ability to establish and maintain relationships with internal and external stakeholders.
- Good communication skills.
- Ability to interpret and apply legislation, policy and procedures.
- Ability to follow predetermined procedures and independent judgement may be required.
- High literacy, numeracy and computer skills with a focus on attention to detail and accuracy.
- Ability to work effectively independently and as part of a team and promote a positive working environment.
- A positive, professional and approachable demeanour.

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### Role Requirements

#### Essential

- At least 12 months experience in an administration environment or governance role.
- Good time management skills with the ability to manage conflicting deadlines.
- Experience working with Aboriginal people/organisations.
- Good working knowledge of Microsoft Office Suite.
- Well-developed written and verbal communication skills.
- Ability to travel in light aircraft and by 4WD vehicle on unsurfaced roads.

#### Desirable

- Knowledge and experience of Local Government functions and operations.
- Working knowledge in experience using an electronic document records management system.
- Current NT Drivers Licence.

### Travel Requirements

This position is based in Alice Springs and may require approximately 40% (average of 2 days per week) of work time spent travelling to and working in remote communities, including overnight stays in the MacDonnell Regional Council area. Travel is by light aircraft and by 4WD vehicle on unsurfaced roads.

### Physical Requirements

**The role requires the following physical aspects:**

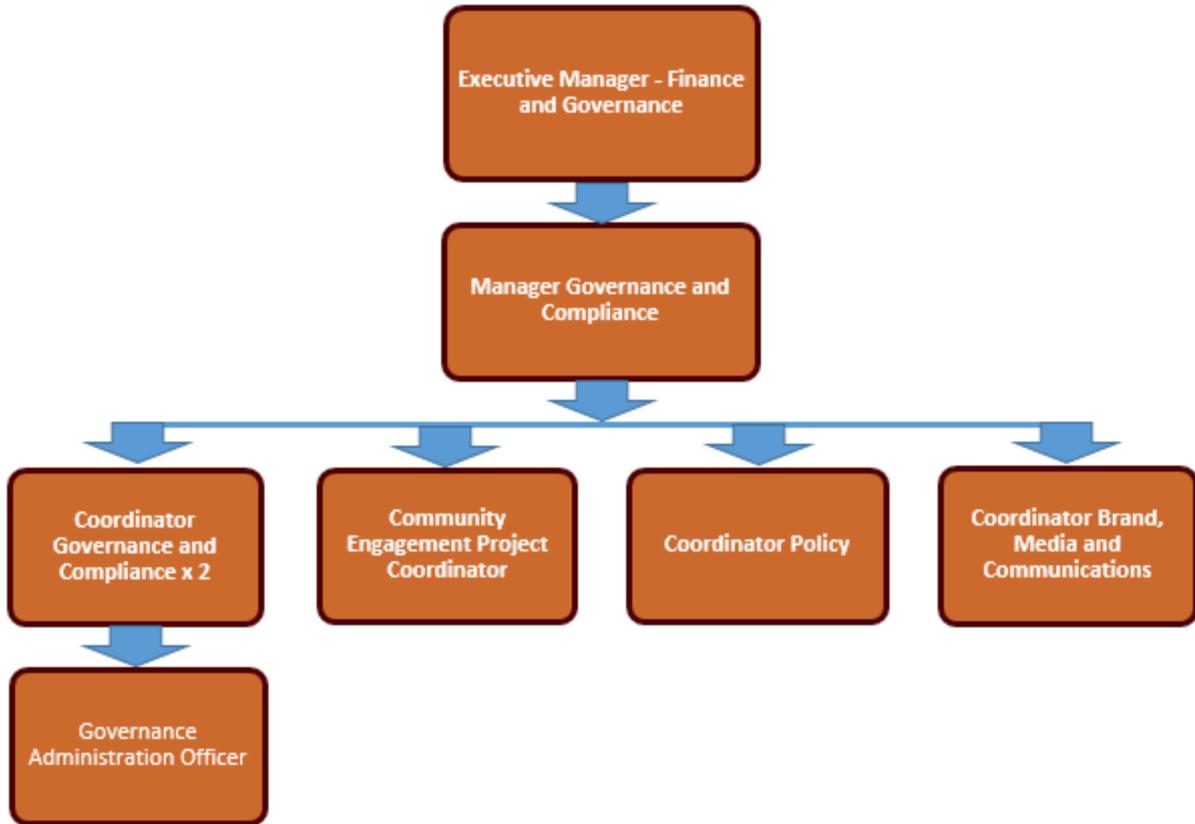
- Sitting and/or standing for extended periods.
- Working indoors in an office environment.
- Manual handling of objects below 10Kg.
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods.

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### Position Reporting Structure



### Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date