

TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Secretariat Officer
Position Classification:	Level 4
Instrument:	Torres Strait Island Regional Council Certified Agreement
QLD Local Government Industry Stream:	Stream A - Administrative
Directorate:	Office of the CEO

PRIMARY PURPOSE

Provide high-quality, responsive and professional secretariat and administrative support to Council Ordinary and Special Meetings, Council Committees.

POSITION OBJECTIVE

Coordinate meeting processes and documentation, maintain accurate governance records, apply relevant legislative and organisational requirements, and support the effective recording, communication and implementation of Council decisions.

KEY RESPONSIBILITIES

- Coordinate the end-to-end preparation, quality assurance, publication and distribution of agendas, reports and meeting papers within prescribed legislative and organisational timeframes.
- Coordinate the calling, receipt and tracking of agenda items and reports from relevant business units, including following up outstanding documentation to ensure meeting deadlines are met.
- Collate and quality check draft agendas, reports and supporting documentation to ensure information is complete, accurate, appropriately formatted and ready for consideration.
- Provide support to meeting administration and logistics, including venues, technology, livestreaming arrangements, attendance registers, delegate attendance and apologies, deputations and other administrative requirements.
- Attend Council, Committee and other designated meetings and prepare accurate minutes, resolutions, decisions and action records within required timeframes.
- Distribute approved minutes, resolutions and meeting outcomes to relevant stakeholders in accordance with established processes and timeframes.
- Maintain Council and Committee action and resolution registers, monitor outstanding actions and follow up responsible officers to support timely implementation and reporting of Council decisions.
- Apply relevant legislation, Standing Orders, Council policies, procedures and established governance requirements when coordinating meeting processes, and escalate identified issues where appropriate.
- Maintain accurate, complete and accessible records and archives of agendas, reports, minutes, resolutions and associated meeting documentation in accordance with Council's recordkeeping requirements.
- Coordinate the publication of agendas, minutes and other approved meeting documentation to internal and public platforms within prescribed timeframes.

- Coordinate deputation requests and associated administrative processes, including acknowledgements, letters of appreciation and follow-up correspondence.
- Exercise initiative, discretion and sound judgement in managing competing priorities, meeting deadlines and resolving routine meeting and documentation matters within the responsibilities of the position.
- Maintain confidentiality, discretion and integrity in the handling of confidential, sensitive and restricted Council information and records.
- Maintain meeting resources and coordinate administrative supplies and requirements as necessary.
- Contribute to the continuous improvement of secretariat, meeting administration, governance recordkeeping and related processes.

CAPABILITIES, SKILLS & EXPERIENCE

Essential

- A minimum of two years' demonstrated experience in a secretariat, governance administration or similar administrative role, including experience preparing accurate minutes for formal meetings.
- Demonstrated experience coordinating agendas, meeting papers, minutes, resolutions and associated documentation within strict deadlines.
- High-level written and verbal communication skills, including demonstrated ability to prepare, proofread and quality check professional documentation with a high degree of accuracy and attention to detail.
- Demonstrated organisational, time management and prioritisation skills, with the ability to manage competing priorities and meet prescribed deadlines with limited supervision.
- Demonstrated ability to interpret and apply established legislation, policies, procedures and governance requirements relevant to meeting administration.
- Strong interpersonal skills and demonstrated ability to develop effective working relationships with elected representatives, senior management, employees and other stakeholders.
- Demonstrated ability to exercise initiative, discretion and sound judgement and appropriately manage confidential and sensitive information.
- Demonstrated proficiency in Microsoft Office applications and the ability to effectively use electronic document, records and meeting-management systems.
- A proactive, flexible and positive approach to work, with demonstrated ability to work collaboratively, support colleagues and respond effectively during periods of high workload.

Desirable

- Previous experience providing secretariat or governance administrative support within Queensland local government or a comparable public-sector environment.
- Knowledge and understanding of local government meeting processes, governance requirements and recordkeeping practices.
- Knowledge and understanding of the Torres Strait region, its communities and Ailan Kastom.
- Knowledge and understanding of languages specific to the Torres Strait, including Meriam Mer, Kala Lagaw Ya and Torres Strait Creole, would be highly desirable.

OTHER CONDITIONS/REQUIREMENTS

- Regular travel to the Torres Strait Islands is a requirement of this position.
- The preferred applicant may be required to obtain a National Police Certificate prior to appointment.
- TSIRC employees may be required to have appropriate immunisations as a control measure against infectious disease where travel or the duties of the position require this.
- The employee must comply with relevant workplace health and safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.

- Where duties are identified as presenting a higher level of health and safety risk, those duties will only be undertaken where the employee has the appropriate capability, competency, training and authorisation.
- The position may involve physical activities associated with office work, travel and meeting support, including prolonged sitting, lifting and carrying meeting materials or equipment, bending, reaching and repetitive movements. Any higher-risk physical activities will only be undertaken where relevant to the position and where appropriate training, controls and authorisations are in place.
- The employee is expected to perform their duties in accordance with all relevant legislation, Council policies, procedures and standards, including requirements relating to:
 - workplace health and safety;
 - anti-discrimination;
 - equal employment opportunity;
 - confidentiality, privacy and information management;
 - local government principles;
 - records management;
 - Ailan Kastom; and
 - Council's vision and organisational values.

Value & Value Statement		Desired Behaviours
	ONE We are one team who achieves together .	- We show care for people and look out for each other. - We speak up and support others to be safe and healthy. - We respectfully address behaviours that conflict with Council's values. - We create positive unity within our organisation, our communities and our region.
	RESPECT We have respect for each other and the communities we serve.	- We respect and recognise Ailan Kastom. - We are open and collaborative, valuing clear community engagement. - We recognise and respect diversity, individual needs, experience and strengths.
	ACCOUNTABILITY We are accountable and responsive to our communities .	- We take pride in our work and pursue a standard of service excellence, doing more with less. - We consistently strive for transparency and good governance to the benefit of public interest. - We are reliable, honest and ethical in all we do.
	COURAGE We are courageous leaders, who think innovatively .	- We encourage, value and reward creative thinking. - We respect and explore different ideas and perspectives. - We embrace change and actively promote Council's vision.
	RESILIENCE We are builders of a sustainable and resilient region.	- We actively seek opportunities to continuously improve and bring growth to our region. - We think globally, act regionally. - We empower our people and communities; embracing local opportunity and participation.

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”