

DISTRICT COUNCIL OF GRANT INFORMATION PACKAGE



Governance Officer Position Number 12.70.3/182



CARE



HONESTY



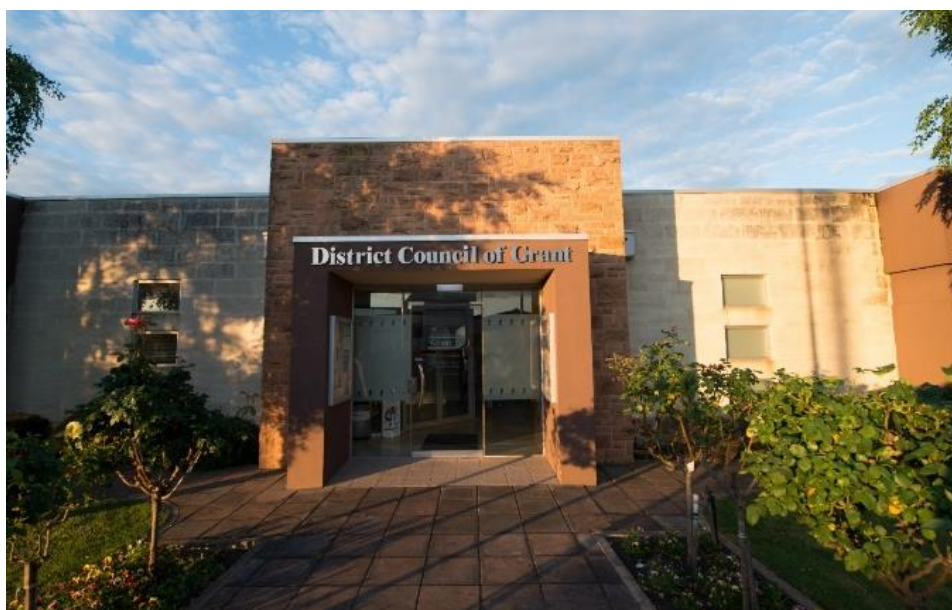
HAPPINESS



UNIFIED



SUPPORT



The District Council of Grant is the most southern local government area in South Australia, situated on the southeast coast. It is bounded to the south and southwest by the Southern Ocean, the Victorian Border to the east and the Wattle Range Council to the north and northwest. The Council encircles the local government area of the City of Mount Gambier. The Council is predominantly rural with a number of small townships, serves a population of 8,270 and covers an area of 190,477 hectares. Dairying, beef and sheep production, wool, seed and grain production and horticulture are the predominant agricultural activities. The Port MacDonnell fishing industry, in particular the rock lobster industry is a significant factor in the economy of the area, as is forestry production and the related industries of logging and milling.

Position Details:

Governance Officer

The Governance Officer is responsible for ensuring Council's governance requirements are met by providing advice and support in relation to legislation, policy development and corporate governance framework to ensure legislative compliance. Other duties include the management of community land, leases, licenses and permits in relation to Council land and/or property, administration of Council

delegations and authorised appointments, Council meeting procedures and elected member compliance, as well as supporting the corporate risk and strategic planning functions.

Hours of Work

The position is full-time, however part-time may be considered for a preferred applicant.

Monday to Friday 8:30am to 5:06pm, with an hour lunch. Some out of hours' work may be required for attending Council, and other meetings and events.

Please contact Brittany Shelton, Strategy and Governance Coordinator on 87210444 if you have any questions about the position.

Information for Applicants:

The key to being the successful applicant for any advertised position is your application. Your application plays a vital role in the selection process and is a major tool in how you present yourself.

Your application should include:

1. A covering letter

Your covering letter should include:

- The position name and position number you are applying for.
- A summary of skills, experience, qualifications, accomplishments.
- Your contact details.

2. Selection Criteria

Please supply evidence of how you meet the selection criteria listed below. It is preferable for this document to be separate to your covering letter. The best way to do this is to provide specific details and, where possible, include an indicator of success or a result you have previously achieved.

Please refer to transferable knowledge where it applies.

Selection Criteria

<i>Please address the key selection criteria listed below:</i>
<ul style="list-style-type: none">• <i>Experience in analysing and interpreting legislation (reference specific knowledge of the Local Government Act 1999 if applicable to you) and provision of resultant advice to management and stakeholders.</i>
<ul style="list-style-type: none">• <i>Experience in research, development and review of high level draft corporate documents such as policies and procedures, reports, submissions, and/or briefing notes.</i>
<ul style="list-style-type: none">• <i>Negotiation, documentation and review of leases, licenses and community land management plans.</i>
<ul style="list-style-type: none">• <i>Knowledge of meeting protocols and governance with experience in the provision of relevant advice to senior staff and/or elected members.</i>

<ul style="list-style-type: none"> • <i>Willingness to learn Enterprise Risk Management fundamentals and contribute to the management of the corporate risk function under direction.</i>
<ul style="list-style-type: none"> • <i>Willingness to learn Strategic Planning fundamentals and contribute to the management and progress of the strategic framework under direction.</i>
<ul style="list-style-type: none"> • <i>Ability to prioritise key deadlines and manage competing workloads.</i>
<ul style="list-style-type: none"> • <i>Highly developed interpersonal, influencing and communication skills and the ability to work with staff at all levels.</i>
<ul style="list-style-type: none"> • <i>High level computer skills, including advanced knowledge and ability of Microsoft Office Programs.</i>
<ul style="list-style-type: none"> • <i>Monitoring, coordinating and tracking of multiple governance and/or compliance obligations, ensuring that accuracy, quality and timeframes are maintained (desirable).</i>
<ul style="list-style-type: none"> • <i>Knowledge of Freedom of Information legislation and processes (desirable).</i>
<ul style="list-style-type: none"> • <i>Qualifications and/or previous experience in a Local Government context (desirable)</i>

3. Your Resume

- Your resume should include:
 - Name, address and contact numbers
 - Education details
 - Employment history
 - Dates of employment and a brief statement of duties performed
 - Work experience history
 - Relevant positions or activities that do not form part of your paid employment
 - Referees details – please include the names, positions and current daytime contact numbers of two work related referees

Once you have read the position description, written a clear, concise and relevant covering letter, resume and addressed the selection criteria, you need to send your application to Council before the advertised closing date.

Please send your application to:

vacancies@dcgrant.sa.gov.au

OR

Confidential – Vacancy - Governance Officer
Position Number: 12.70.3/182
District Council of Grant
PO Box 724
Mount Gambier SA 5290

Applications close at 12:00noon on Monday 13th May 2024

Fitness for Duties

Health Assessments and other screening processes appropriate to the role shall be conducted to substantiate your ability to carry out the inherent requirements of the position for which you are applying.

Work Health and Safety

To promote and encourage Work Health and Safety, Council is committed to a safe and healthy work environment, achieved through the promotion and development of safer and healthier work practices and conditions.

We trust that this information assists you and we look forward to receiving your application.

Tel 08 8721 0444

Add 324 Commercial Street West, Mount Gambier SA 5290

Web www.dcgrant.sa.gov.au