

GOVERNANCE CO-ORDINATOR
Reference No. 2024.056

THE POSITION:

Don't miss this opportunity. Council is seeking an experienced and enthusiastic professional to fill the role of Governance Co-ordinator. As our ideal candidate, you will:

- Have high level of attention to detail in all aspects of your work
- Provide an exceptional level of customer service
- Show initiative, multi-task and prioritise
- Work independently and collaboratively within a team
- Benefit from having experience in administration and providing meeting support assistance.

This role leads a team of administration staff that service the governance and meeting support functions of Council. Some of the many and varied tasks include facilitating meetings, providing secretariat and councillor support, review of policies and procedures, co-ordinating projects and providing advice and information to stakeholders.

ESSENTIAL:

The successful candidate will have:

- Appropriate qualification in business, law, governance or related discipline.
- Minimum 2 years team leader experience.
- Sound working knowledge of meeting practice and protocols in local government.
- Ability to record meeting notes or minutes.
- High level of accuracy and strong attention to detail.
- Effective organisational skills with the ability to work under pressure to achieve objectives and manage competing priorities.
- Experience in policy development, review and implementation.
- Demonstrated project management skills and experience including financial and human resource management and the capacity to manage multiple projects and deliver effective outcomes on time and on budget.
- Exceptional interpersonal & communication skills including written and verbal and presentation skills.
- Analytical skills with the ability to evaluate information against set criteria
- Availability to attend out of hours meetings, as required

DESIRABLE:

- Demonstrated ability to interpret legislation, policies and procedures into relevant and timely advice to management and staff.
- Proficiency in using MS Office software at an intermediate level.
- Experience in the use of InfoCouncil business paper system
- Experience in the use of Objective records management system
- Knowledge of the political process and an understanding of the three levels of government.

- Ability to build and maintain effective working relationships across all levels of an organisation, with key stakeholders and with members of the community.

SALARY & EMPLOYMENT CONDITIONS:

- Permanent position, 70 hours per fortnight
- This position is a Grade 7, salary range is \$98,232 pa with progression to \$100,688 pa on demonstrated competencies, with performance progression to \$115,068 pa

FURTHER CONTACTS: Enquiries regarding the position should be directed to Mrs Sonja Drca, Executive Manager on 9725 0226.

CLOSING DATE: 11.55pm on Monday 13 May 2024

HOW TO APPLY: Applications must address the knowledge, skills, qualifications and experience required in the Position Description. A position description is available from the contact person listed above or from Council's website. To apply online visit Council's website www.fairfieldcity.nsw.gov.au/fccjobs. Applications should be addressed to the undersigned and received by the closing date. Applicants must be prepared to undergo a medical examination at Council's expense.

Fairfield City Council is a smoke-free workplace and is an EEO employer. As an inclusive workplace, we support reasonable workplace adjustment. If you do require an adjustment during the recruitment process, please notify us on your application form.

Applicants must have the right to work in Australia and may be required to undertake a national police clearance as part of the recruitment process.

We kindly ask for no recruiters at this stage.

**PO BOX 21
FAIRFIELD NSW 1860**

**BRADLEY CUTTS
GENERAL MANAGER**