

Job title: Council Business Officer	
Classification: Band 5	Effective Date: January 2024
Reports to: Senior Governance Officer	Tenure: Permanent Full Time
Division: Corporate Services	
Department: Governance and Integrity	
Unit: Governance	

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values, we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Departmental Overview

The Governance and Integrity department comprises of four teams:

- Governance
- Information Management
- Audit and Assurance
- Risk and Insurance

Goal Statement

The Council Business Officer supports Council's decision making process by coordinating the production of Business Papers and Meeting Minutes for Council, Council Committees and the Executive in accordance with established deadlines and provide administrative support to the Governance Unit.

Key Responsibilities

Position Specific Responsibilities

- Coordinate and produce Business Papers and Minutes for Council, Council Committees and the Executive
- Ensure Business Papers and Minutes are produced efficiently and accurately for distribution and publication in the approved format and by the set deadlines
- Coordinate public participation at Council meetings
- Report and maintain the following:
 - Decision indexes;
 - Councillor attendance;
 - Confidential decisions;
 - Policy Register
 - Council resolution actions
- Coordinate attendance, catering and venue setup for Council and corporate meetings
- Provide a key point of contact for the Governance Unit, internally and externally
- Educate and assist staff in compliance with processes, procedures, templates and policies relating to the production of Council and Executive business papers
- Provide user training and assistance a of the agenda management system
- As the Council Agenda Management system administrator, maintain and improve the system
- Administer the Councillor Dashboard and provide assistance to users
- Assist with administration of Citizenship Ceremonies support the delivery of Citizenship Ceremonies as required
- Process department correspondence and maintain email inboxes
- Update training manuals and user guides
- Process purchase orders and invoices for the Governance Unit

- Provide administrative support as required to the Manager Governance and Integrity and Coordinator Governance
- Assist the Senior Governance Officer in the maintenance of governance registers and statutory procedures including place naming, authorisations and delegations
- Provide assistance to the Executive Business Support Unit as required
- Assist with Council's website and intranet updates
- Undertake other duties to support the effective functioning of the department

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Overarching Principles in the current Whitehorse City Council Collective Agreement
- Understand and adhere to the Risk Management Policy (as it relates to the employee's work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment
- Report any matters that may impact upon the safety of Council employees or citizens

Authority

Budget: Nil

Staff responsibility: Nil

Decision Making:

- The freedom to act for this position is set within procedures and timetables related to the Council meeting cycle
- The quality of decisions and actions taken by this position will have an impact upon the performance of senior officers supported by this role

Key Relationships

- Senior Governance Officer
- Coordinator Governance
- Manager Governance and Integrity
- Governance and Integrity Team
- Executive Leadership Team

Key Selection Criteria (Essential)

- A high level of political acumen with the ability to operate successfully in a confidential environment
- Well-developed interpersonal skills, including the ability to liaise and communicate effectively at all levels, both internally and externally

- The ability to manage complex and conflicting demands and meet deadlines while producing accurate work with a high level of attention to detail
- High-level analytical and problem-solving skills
- Demonstrated record of acting as an effective team member with the ability to work without close supervision
- Advanced experience in the use of Microsoft software, including spreadsheets and databases, with the ability to produce complex business papers and reports

Key Selection Criteria (Desirable)

- Understanding of local government environment and processes
- Previous experience in Council business paper production

Notes and comments

- This position involves some additional out-of-hours work which will attract paid overtime or time in lieu
- The successful candidate will be required to undergo a National Police Check, Right to Work in Australia Check and Working with Children Check

Physical Requirements

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks		✓	
Sitting (extended periods)	✓		
Walking/standing (briefly)	✓		
Walking/standing (extended)			✓
Driving car/utility/truck			✓
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements			✓
Climbing stairs/ladders/scaffolds			✓

Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements		✓	