



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# POSITION DESCRIPTION

## Governance and HR Officer

1. **TITLE:** Governance and HR Officer (014)
2. **LEVEL:** Level 6/7 (depending on level of skills and experience) as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Office of the CEO
5. **POSITION OBJECTIVES**
  - To ensure the Council's governance systems are in accordance with the Local Government Act 1995, Local Government Regulations and other legislation relating to Local Government.
  - Provide competent, efficient, and confidential administrative, human resources and secretarial support.
  - Provide and support quality Governance in an efficient and compliant manner across the organisation.
  - Develop and maintain the Shire's governance framework and legislative compliance through effective support of administrative and statutory processes, and ensure it is embedded throughout the organisation.
6. **REQUIREMENTS OF THE POSITION**
  - Demonstrated experience in providing administrative support at a high standard.
  - Exposure to and understanding of the objectives of Strategic Planning.
  - High level administrative and secretarial skills, including advanced computer literacy, particularly with Microsoft office and Other applicable business systems.
  - Ability to establish and maintain sound human resources systems and processes in a local government context.
  - Knowledge of the relevant provisions of the Equal Opportunity Act 1984, Industrial Relations Act 1979, Workers Compensation and Injury Management Act 1981, Workplace Health and Safety Act 2020.
  - Demonstrated high level interpersonal and communication skills.
  - Ability to support and work cooperatively with colleagues, Executive and Councillors.
  - Highly organized and able to manage competing priorities.
  - Ability to manage sensitive information and maintain confidentiality.
  - Ability to monitor and report on compliance with governance statutory requirements under the *Local Government Act 1995*.
  - Sound understanding of local government legislative framework.
  - Experience in the maintenance of statutory registers.
  - Experience in the development and maintenance of organisational policies and procedures.
  - Ability to work flexible hours, including attending meetings or events outside normal working hours.

## **7. KEY DUTIES/RESPONSIBILITIES**

### **Integrated Planning Framework**

- Assist in coordinating strategic plan reporting.

### **Audit and Compliance**

- Closely monitor the Shire's compliance with the Local Government Act 1995, Regulations and other relevant legislation via the compliance calendar.
- Manage and maintain all statutory Governance registers and the Compliance Calendar.
- Assist in the review of delegations of authority and authorisations.
- Provide training programs and induction programs to Councillors and staff to ensure legislative obligations are understood.
- Assist in the preparation of the annual Compliance Audit Return.
- Liaise with and assist the Executive Manager Corporate Services with internal and external audits.
- Coordinate investigations where required.
- Liaise with regulatory and industry bodies to keep up to date with legislative amendments.

### **Local Government Elections**

- Support the maintenance of the Council's Owners and Occupiers Roll and consolidated Roll.
- Process public enquiries, both written and verbal regarding electoral rolls.
- Liaise with the Returning Officer when required.
- Assist with the election process on Election Day.

### **Policy**

- Manage the Shire's policy review schedule.
- Ensure the Shire's website is maintained with current Council policies and Local Laws.
- Assist the CEO and Executive Team to develop and maintain staff policies.

### **Governance**

- Coordinate the organisations corporate compliance obligations.
- Maintain the Policy Manual, Register of Delegated Authority, Public Interest Disclosures, Code of Conduct, and Corporate Governance Framework and coordinate the distribution of these to Council, the Chief Executive Officer and other Shire staff.
- Maintain the ATAIN compliance system including primary and Annual Returns, Related Party Disclosures, Gift Register, Travel Register and Delegations.
- Assist where required, with making/ reviewing and updating Local Laws.
- Coordinate and maintain the Governance/ Corporate Calendar and distribute to staff as necessary.
- Understand what information is required to be made publicly available and ensure it is on the Shire's website.
- Organise, collate and prepare information to display in media or publications relating to advertising such a state-wide public notice.
- Provide recommendations to the Executives and Council with respect to governance-related issues.
- Assist with the collation of information for the Annual Report.

- Draft simple reports and correspondence to Council when required.

#### **Human Resources**

- Processes appointments, promotions, transfers and separations and provides advice on same.
- Assist in ensuring position descriptions are up to date, reviewed regularly and the organisational structure is maintained.
- Coordinate end to end recruitment processes, including the onboarding and induction of new employees.
- Monitor and coordinate the probation review process for new or promoted employees.
- In liaison with Management, coordinate the annual performance review process.
- Ensure personnel records are maintained, meet legislative requirements and are filed appropriately.
- Ensure all forms and templates are up to date and available for use.
- Participate in the audit process and follow up on any anomalies.
- Undertake the grievance and complaints management process and liaise with both staff and management on the process.
- Identify and resolve workplace issues across all levels.

#### **Other**

- Provide a friendly, responsive and customer-focused service to Councillors, internal and external customers.
- When required, undertake reception and customer service tasks, including answering phones and attending to customer queries.
- Provide administrative support to Executive when required and under the direction of the Executive Officer.
- Managing all aspects of booking of venues, set up and catering requirements for all events related to the Chief Executive Officer and, where required, assisting with events related to the Shire President and Council.
- Ensure the booking register is maintained for the Council Chambers.
- When required, assist the Media and Communications Officer with communications, including those relating to events and ceremonies held by the Shire and the delivery of quality general corporate communications.
- Be prepared to work flexible hours to meet service needs of the organisation.
- Provide assistance and guidance to new officers in terms of the protocols and procedures applicable to Local Government and the Office of the Chief Executive Officer.
- Other duties from time to time as requested by the Chief Executive Officer.

## 8. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Executive Officer

**Supervision of:** Nil

### Internal and External Liaison

**Internal:** Executive Managers  
All other Shire Staff  
Councillors

**External:** Residents and Ratepayers  
Government Departments  
Government Agencies  
Service Providers

## 9. EXTENT OF AUTHORITY

Operates under the direction of the Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995 and all other relevant legislation.

Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

## 10. SELECTION CRITERIA

### Essential

- Strong problem solving, research, and analytical skills and experience, including the ability to present results in writing.
- Strong interpersonal skills including oral and written communication skills and the ability to successfully interact and collaborate with customers clients and stakeholders.
- Demonstrated ability to maintain independence and provide knowledgeable interpretation of governance matters.
- Well-developed time management skills with the ability to work under pressure and meet concurrent deadlines.
- High level of computer literacy, particularly with the Microsoft suite of products.
- Ability to work flexible hours, including attending meetings or events outside normal working hours.
- Current WA 'C' class driver's license.

### Desirable

- Appropriate tertiary qualifications (diploma or degree equivalent) in governance, policy and risk, human resources or business, or willingness to achieve a recognised qualification.
- Experience in the delivery of human resources and personnel services.
- Experience in governance and compliance together with developing knowledge of the Local Government Act 1995 and Regulations.

- Knowledge of employee relations legislation relevant to local government.
- Experience with suitable Local Government software (Synergy, Attain).
- Experience creating agendas and taking minutes.

#### 11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination, including Drug Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/ Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<b><i>New Employee</i></b>	New Employee Signature:	Date:
<b><i>Current Manager</i></b>	Manager Signature:	Date:
<b><i>Chief Executive Officer</i></b>	CEO Signature:	Date: