



## POSITION DESCRIPTION Governance Coordinator

---

<b>Position Number:</b>	6113
<b>Directorate:</b>	CEO Office
<b>Division:</b>	CEO Office
<b>Supervisor:</b>	Human Services Manager
<b>Classification:</b>	Local Government Industry Award Level 11
<b>Tenure:</b>	Full Time    Fixed Term
<b>Primary Location:</b>	Tiwi Islands

---

### **Tiwi Islands Regional Council**

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

### **Position Purpose**

The Governance Coordinator provides effective leadership in governance activities to support the strategic direction of Tiwi Islands Regional Council. The position will be responsible for overseeing the establishment and ongoing implementation of good governance structures and processes.

### **RESPONSIBILITIES**

- To ensure that the requirements and practice of governance management framework is embedded throughout the council
- Contribute informed governance and administrative support to the effective operation of the office of the Chief Executive and the council as a whole.
- Provide advice on the roles and responsibilities of elected and nominated members of Council and local authorities respectively
- Provide Secretariat support to council and local boards, including the taking and distribution of minutes.

- Compliance with statutory and regulatory matters around the conduct of meetings, council and board member's duties, display of various reports, minutes and proceedings.
- Monitor and report on the effectiveness of Governance activities, policies and plans to enhance the agency's strategic, business and cultural development.
- Manage the Council Agenda & Minutes, Council Policy and Annual Report activities.
- Prepare, on behalf of the CEO, governance contributions to the Annual Plan and Regional Plan in conjunction with relevant officers in a timely manner;
- Provide Council and Local Board support including organising travel, accommodation and elected member training.
- Provide assistance with organising Council elections.
- Monitor and report on the effectiveness of Governance activities, policies and plans to enhance the agency's strategic, business and cultural development.
- Compliance with regulatory reporting requirements.

#### **SELECTION CRITERIA:**

- Demonstrated minimum 2 years Governance experience preferably in local government sector.
- University Degree or higher tertiary qualification
- Demonstrated experience in drafting and administering local laws and meeting agendas in local government, particularly in regard to the application of the Local Government Acts
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables
- Demonstrated ability to work independently and ability to work within a team environment
- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
- Minimum C Class NT Drivers Licence.
- Willingness to travel by light planes, ferries and 4WDs as required.
- Knowledge of risk management and the principles of occupational health and safety and ability to promote them in the workplace.