

POSITION TITLE:

Governance Support Officer

BACKGROUND

About the MAV

The Municipal Association of Victoria is the peak representative and lobbying body for Victoria's 79 councils. We were formed in 1879 and the *Municipal Association Act 1907* appointed the MAV the official voice of local government in Victoria.

Today, we are a driving and influential force behind a strong and strategically positioned local government sector. Our role is to represent and advocate the interests of local government, lobby for a 'fairer deal' for councils, raise the sector's profile, ensure its long-term security and provide policy advice, strategic advice, capacity building programs and insurance services to local government.

The success of the MAV stems from its people and the Association prides itself on building a quality team of staff and consultants to ensure that the needs of its members are met and that the MAV is well positioned to fulfil its purpose.

The staffing profile of the MAV has a mixture of:

- Staff funded from membership subscription whose primary focus is policy support and advice, capacity-building programs and the representation of Victorian councils
- Staff funded from State or Commonwealth grants to deliver specific programs and support to Victorian councils
- Specialist consultants to supplement the skills of the staff within the organisation and provide support across a range of functions including finance, insurance scheme management and business development.

Our Purpose

Lead, support and empower councils to best serve Victorian communities

Our Aspiration

We are the influential and trusted peak body for an innovative, sustainable and high-performing Victorian local government sector

Our Values

- **Walk the Talk:** We are guided by our principles in everything we do
- **Lead with Impact:** We empower and inspire our people to lead with courage and purpose
- **Service Excellence:** We provide excellent service
- **Our Smarts:** We use our collective intelligence (IQ & EQ) and expertise to achieve results
- **Care & Responsibility:** We care about our organisation, our people, our members and our community

About the Role

The Governance Support Officer is part of the Governance team, which consists of the Manager Governance and Governance Advisor. This role is also required to work closely with the Executive Assistant to the CEO and President, General Manager Insurance, the Learning and Events team and the Communications team.

The Governance Support Officer and the Executive Assistant are critical to the effective running of the MAV and work collaboratively to support each other and key staff. As the MAV is a small and responsive organisation, there will be times where the two incumbents need to triage the most important items for the day/week to ensure critical issues are addressed whilst managing 'business as usual'.

Key day to day requirements of the role include providing Board secretariat support to the MAV Board, the Insurance Board and the WorkCare Board, coordinating the arrangements for the six-monthly State Council meetings and updating the MAV website, extranet and MS Governance teams site.

Much of this work is of a highly confidential nature and it is essential that confidentiality is maintained so that internal and external parties feel assured of the discretion of the Governance Support Officer.

POSITION PROFILE

The purpose of this document is to clearly articulate the key responsibility and accountability areas for this position. Position profiles within the MAV are reviewed on a regular basis. This approach ensures that they are relevant, useful and clearly reflect current strategic objectives of the organisation as well as role-specific accountability areas, tasks and desired outcomes.

CONDITIONS:	This is a permanent full-time/part time position.
TOTAL EMPLOYMENT COST:	It is expected that this role will attract a total employment cost of \$85,000 plus 10.5% superannuation.
REPORTS TO:	Manager Governance
DIRECT REPORTS:	Nil
OTHER KEY RELATIONSHIPS:	<p>EXTERNAL:</p> <ul style="list-style-type: none"> • Councillors and senior executives of Victorian councils • Victorian Local Government Governance Network • Staff of government departments and non-government organisations
	<p>INTERNAL:</p> <ul style="list-style-type: none"> • Governance Advisor • General Manager Insurance • EA to CEO and President • MAV staff

THE POSITION

PURPOSE AND KEY DUTIES

The position contributes to the strategic objectives of the MAV through the following duties.

You will be responsible for:

- Collating and distributing of agendas, minutes and other relevant business papers in line with agreed timelines and documented procedures for the:
 - MAV Board – monthly meetings and bi-monthly briefings
 - MAV Insurance Board – seven meetings per year
 - MAV WorkCare Board – four meetings per year
 - MAV State Council – bi-annual
- Attending meetings of the MAV Board, MAV Insurance Board, MAV WorkCare Board, and State Council to record the minutes and provide administrative support.
- Overseeing the quality of Board/Committee reports and agenda papers ensuring consistency with templates and format standards.
- Working with MAV staff to provide advice and guidance on the scheduling and reporting of MAV business.
- Overseeing the production of Board action items and dissemination of Board resolutions to MAV staff.
- Overseeing the operation and continuous improvement of BoardEffect, the MAV's agenda management software and providing support to users e.g MAV Board/Committee members and staff.
- Coordinating the State Council meetings including:
 - communications to councils
 - collation of business papers
 - collection and management of motions using Survey Monkey and SharePoint
 - liaison with MAV staff on motions relevant to their policy area
 - reporting to the MAV Board on motions and resolutions
- Maintaining communication with the MAV Governance Network including maintenance of the MAV Microsoft Teams site.
- Organising meetings as required, including invitations, room bookings, catering and payments
- Maintaining the governance support in box, relevant governance files, member databases and registers.
- Supporting the Executive Assistant (EA) to the CEO and President with the management of the MAV Regional meetings including managing logistics and taking minutes.
- Contributing to the collaborative management of administrative workload with the EA to CEO and President.
- Developing and maintaining the governance information on the VicCouncils, MAV website, the Governance intranet page, Member's only portal and MS Governance Network Teams site.
- Providing administrative support to the Governance team e.g. assisting with the processing of FOI applications, bulk mail-outs etc.
- Overseeing the development and implementation of various continuous improvement projects to ensure the MAV is following best practice regarding decision making policies and practices.
- Collating governance data and information for the MAV's Annual Report.
- Performing other duties and responsibilities as may be required by the MAV within the capabilities of the position.

	<ul style="list-style-type: none"> • Maintaining confidentiality on all matters • Building and maintaining up to date governance knowledge relevant to the position.
<p>BOUNDARIES</p>	<p>The level of decision-making or accountability of this position is defined by the level of complexity of the issue; the degree of strategic judgment involved; the extent of resourcing in human, physical or budgetary terms; and, the implications for approved business plan level of knowledge of the context in which the issue has emerged. When issues rest at the higher level of complexity, are perceived to be high-risk in terms of publicity, staff relation or other organisational impact or have yet to be tested within local government 'waters', or are sensitive for any other reason then they are communicated to your Manager for the purpose of informing and seeking advice.</p>

POSITION SPECIFICATION – SELECTION CRITERIA

<p>SELECTION CRITERIA</p>	<p>The position requires:</p> <ol style="list-style-type: none"> 1. A minimum of two years' experience in the administration of Board or Council decision making cycles including the preparation of agendas and minutes in a similar environment and/or organisation. 2. High level interpersonal and relationship building skills and the ability to develop rapport with internal and external stakeholders 3. Excellent verbal and written communications skills, including the ability to assist in the preparation of, review and edit of correspondence and reports to senior management and to key stakeholders. 4. Experience with electronic document management systems, such as Microsoft SharePoint. 5. High level computer skills, including advanced knowledge of Teams and Office 365 – Word, Outlook, Excel and PowerPoint. 6. Excellent time management skills and attention to detail, with the ability to effectively manage competing priorities and deadlines <p>Desirable</p> <ul style="list-style-type: none"> • Local government experience • Understanding of meeting procedures. • A tertiary qualification in Business Administration or similar
<p>REQUIRED</p>	<ul style="list-style-type: none"> • Satisfactory National Police Clearance (no more than 12 months old) • Evidence of 'up to date' COVID-19 vaccination status (third/fourth dose)

ADDITIONAL INFORMATION

LOCATION	This role is located at Level 5, 1 Nicholson Street Melbourne. The MAV is operating in a flexible hybrid environment.
EQUAL EMPLOYMENT OPPORTUNITY	The MAV is an Equal Employment Opportunity employer committed to fairness, diversity and respect.
OCCUPATIONAL HEALTH AND SAFETY	<p>In the context of Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:</p> <ul style="list-style-type: none"> • Follow reasonable instruction • Cooperate with their employer • At all times, take reasonable care for the safety of others in the MAV workplace.
FLEXIBILITY	Full flexibility is available. Applicants requiring flexibility in relation to hours and location are encouraged to apply. Flexible work arrangement are based on business requirements.

APPLICATION DETAILS

Applications are due on **Monday 6 February, 5.00pm** and must address the key selection criteria outlined in the position description. Applications are to be sent to HResources@mav.asn.au

For any enquires regarding the position please contact Celia Robinson, Manager, Governance on 03 9667 5535 or via email crobinson@mav.asn.au

The MAV reserves the right to hire prior to the closing date.

Privacy Notification

The MAV is bound by Victorian privacy laws. For information on our privacy practices contact Celia Robinson, Manager Governance via email crobinson@mav.asn.au or call 03 9667 5535.