



Town of Claremont Information Pack

Position Title	Governance Officer
Closing Date	9 February 2021
Salary	\$76,236 per annum plus 10.5% superannuation. Eligible for a Rostered Day Off
Queries	Jill Sargeant – Manager Human Resources

The Town of Claremont is a small boutique local government located in the picturesque western suburbs of Perth with vibrant shopping precincts in Claremont and Swanbourne. The Town is looking for an experienced individual to assist our small but busy governance team. This position will work closely with the Director Governance and People and will undertake the Town's corporate governance activities including:

- Preparation of ordinary council meeting agendas and minutes.
- Maintaining Primary and Annual Return Register and Town's Gift Register.
- Maintain and update the Delegated Authority Register including overseeing monthly reporting of exercise of delegations by business units.
- Develop and review of Council policies.
- Co-ordinate review of local laws and Code of Conduct (for elected members).
- Oversee the Town's WALGA membership and subscriptions.
- Administering operation of the Compliance Calendar to ensure compliance across the Town.
- Co-ordinating elected member training including compulsory training and payment of sitting fees and allowances.
- Co-ordinate the Town of Claremont biennial local government elections in partnership with the WA Electoral Commission.

This position will also oversee the Town's insurance portfolio including co-ordinating the annual insurance renewal process, liaising with LGIS and claimants, processing insurance claims and advising and supporting business units in relation to the Town's insurance policies.

This opportunity suits applicants with a thorough knowledge of Local Government, including decision-making processes and meeting procedures. The successful candidate will have comprehensive written and verbal communication skills and will be able to work under pressure in a politically sensitive environment. All candidates must have excellent time management skills, be organised, reliable and be able to represent the Town positively at all times.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and with a disability to apply.

Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application.

Applications must reach the Town of Claremont no later than 5.00pm on the closing date.

The Town of Claremont prefers to receive applications via email at employment@claremont.wa.gov.au.

Alternatively, applications may be mailed to:

Attention:

CONFIDENTIAL

Chief Executive Officer

Town of Claremont

PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.

Benefits of working at the Town of Claremont

Remuneration & Conditions

- competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



Health & Wellbeing Initiatives

- free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.



Training & Development

- training courses;
- opportunities to attend work-related conferences and seminars;
- study assistance options including reimbursement of approved course fees (conditions apply);
- opportunities to act in higher grade roles;
- opportunities to participate in project teams and committees.

