



## APPLICANT INFORMATION PACKAGE

### GOVERNANCE & EXECUTIVE SUPPORT OFFICER – BLAYNEY

Central Tablelands Water provides quality drinking water to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

We currently have the following position available located in the Blayney area:

- Governance & Executive Support Officer – Grade 4 (\$63,305 to \$76,599 per annum plus 10.5% superannuation)
- Full-time role, 9 day fortnight (1 RDO each 10 working days based on a 35 hour working week)
- Flexible working arrangements will be considered
- Relocation assistance will be considered for the successful candidate
- For more information regarding the position, please contact the General Manager, Gavin Rhodes during business hours on 02 6391 7200 or email: [grhodes@ctw.nsw.gov.au](mailto:grhodes@ctw.nsw.gov.au).

Applications close at 5pm Friday, 9 December 2022.

#### ABOUT THE COUNCIL

Central Tablelands Water is the trading name adopted by Central Tablelands County Council, a water supply authority constituted under NSW Local Government Act 1993.

First proclaimed in 1944 the county embraces the Shires of Blayney, Cabonne and Weddin providing quality drinking water to these communities. Bulk water is also supplied to Cowra Shire Council to service rural consumers and the villages of Woodstock and Gooloogong. The Council currently has approximately 6,000 water connections and provides potable water to around 15,000 consumers in 14 towns and villages.

Central Tablelands Water County Council has a constituency of three local government areas, namely, Blayney Shire, Cabonne Shire and Weddin Shire. The Council comprises two delegates each elected by their constituent council for a four-year term.

***Our Vision:***

An independent Regional Water Authority providing a quality water supply - Reliably and Sustainably

***Our Values:***

We value our:

- Customers
- Independence, sustainability, efficiency and innovation
- Skilled and capable workforce in delivering an essential service
- Role as a regional collaborative partner and leader

**ABOUT THE POSITION**

The Governance & Executive Support Officer is a full-time position responsible for performing a range of functions relating to governance, policy management, risk management and executive support to the Senior Management Team.

The successful applicant will have qualifications or demonstrated experience relevant to business management and governance compliance.

Applicants must address the essential criteria stipulated in the position description document, attached to this information package.

**EMPLOYMENT**

Employees of Central Tablelands Water are engaged under the conditions of the Local Government (State) Award which outlines the employee conditions such as leave, pay, hours of work etc. These conditions can be explained in more detail at interview. For full time positions, employees work a 9-day fortnight. (1 RDO each 10 working days based on a 35 hour working week).

CTW is strongly committed to ensuring the safety and wellbeing of staff and complies with the relevant workplace health and safety legislation. All employees are required to comply with Council's Model Code of Conduct and all Council policies. The successful candidate will be required to undertake an induction process that includes acknowledgment and understanding of Council's Model Code of Conduct and relevant policies.

Salary for the position is aligned to the Award classifications with a minimum award entry level rate for the position. The CTW Salary system provides for a 7-step salary progression matrix and employees can progress onto higher levels of pay based on demonstrated achievement of skills and performance as assessed annually.

The Governance & Executive Support Officer position has a 13 week probation period. During that time the work performance will be assessed to determine if the appointment is confirmed.

The successful applicant will be required to undertake a full medical assessment and medical history declaration prior to commencement with Council. Uniforms and personal protective apparel will be provided to the successful applicant.

### HOW TO APPLY

In applying for the position, your application should include the following:

- a covering letter specifying the position you have applied for and why you are the most suitable person for the role;
- a copy of your resume, including 2-3 referees (preferably they can confirm your skills to undertake the position);
- a document outlining how you meet the essential criteria stipulated in the position description, and
- ensure that your contact details are included in your resume (both mobile and email).

### LODGING YOUR APPLICATION:

Your application should be saved as a pdf document and addressed to the General Manager, Gavin Rhodes at [grhodes@ctw.nsw.gov.au](mailto:grhodes@ctw.nsw.gov.au). If you would like to discuss your application or have any questions regarding the position, please email the General Manager or phone 02 6391 7200 during normal business hours.

Applications close at **5pm on Friday 9 December 2022**.

## **SELECTION PROCESS:**

A selection and interview panel will be formed, and they will be responsible for conducting a review of all applications and selecting who will be offered an interview. Applications are compared and a shortlist will be determined. If you are successful in being shortlisted, you will be contacted by phone and email to offer you an interview.

## **INTERVIEW PROCESS**

If you are offered an interview you will need to bring a copy of any relevant qualifications. The panel will ask you a range of questions about the role, your experience and capability to undertake the functions of the role.

The interview is a chance for you to meet the panel, and for the panel to get to know you. It is your opportunity to demonstrate your suitability for the position. You will also have the opportunity to ask any questions regarding the position as well.

## **SELECTION**

Once the panel has interviewed all the short-listed applicants, they will make a recommendation on who will be offered the position. This will be based on the application, interview, referee reports and any other tests or assessments. In some circumstances you may be called back for a second interview.

Applicants who were not successful will be notified by email as soon as possible after an offer has been accepted by the successful applicant.

## **CONFIDENTIALITY**

As part of the recruitment process, we will be collecting information about you. This information is private information for the purposes of the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council's Records Staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

# Central Tablelands Water

Serving our community

<i>Position Description – Governance and Executive Support Officer</i>	
<b>Directorate</b>	<b>Finance and Corporate Services</b>
<b>Location</b>	<b>Blayney</b>
<b>Classification/Grade/Band</b>	<b>Grade 4 (\$63,305 to \$76,599 pa plus 10.5% super)</b>
<b>Date position description approved</b>	<b>15 September 2022</b>

## Council overview

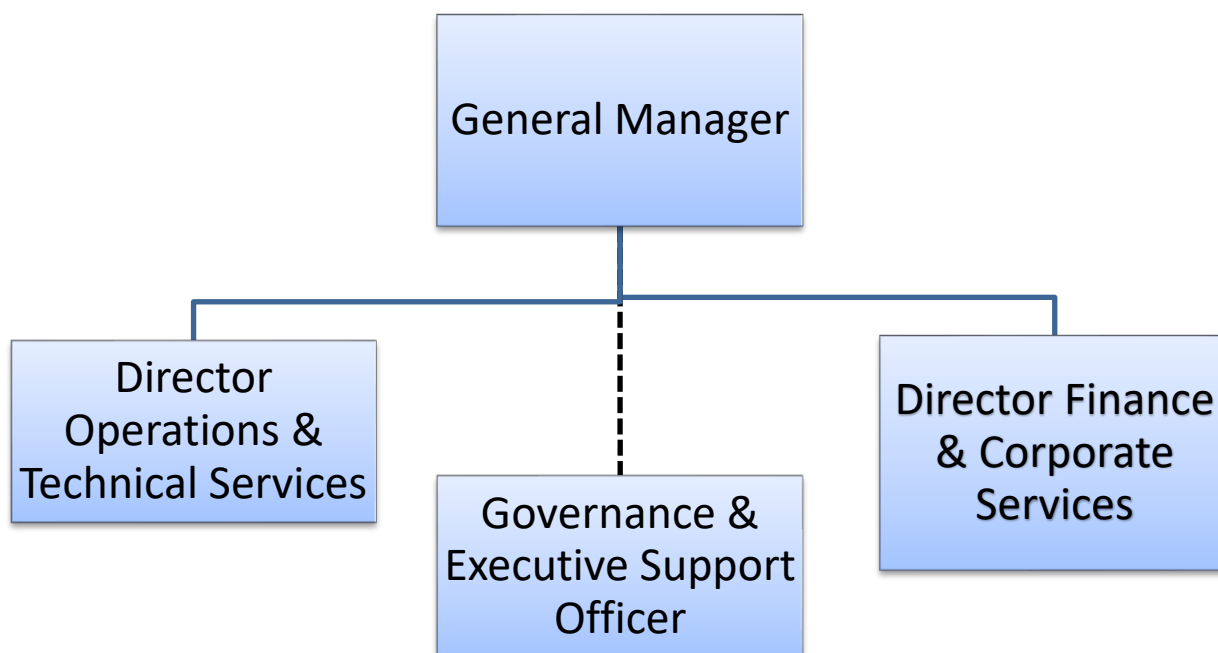
Central Tablelands Water is a County Council providing drinking water to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

## Primary purpose of the position

Perform a range of functions relating to governance, policy management and executive support to the Senior Management Team. This is a full-time role of 35 hours per week, including one (1) Rostered Day Off (RDO) per fortnight. There is some flexibility with opportunities to work a varied schedule including some work from home. This can be negotiated at the time of appointment.

## Reporting Structure

The Governance and Executive Support Officer (GESO) reports directly to the General Manager. The position also provides executive support to the Director Finance & Corporate Services, and Director Operations & Technical Services. The position does not supervise any staff. However, the GESO is required to work in collaboration with other team members on a regular basis.



## Council values

We value-

- Customers
- Independence, sustainability, efficiency and innovation
- skilled and capable workforce in delivering an essential service
- role as a regional collaborative partner and leader

## Key accountabilities

Within the area of responsibility, this role is required to:

- ensure records management complies with relevant guidelines and legislation.
- assist with the preparation of a range of business papers, reports and correspondence.
- maintain Council's website, social media site, and prepare communications as required.
- provide secretarial support to Council's Audit, Risk and Improvement Committee.
- assist with the development and maintenance of the legislative compliance register.
- assist with the formulation of policies and maintenance of the policy register.
- maintain Council's contracts register.
- assist with the maintenance of Council's risk register.
- coordinate and assist with any *Government Information (Public Access) Act 2009* (GIPA) requests.
- maintain and provide updates to Council's Integrated, Planning & Reporting (IP&R) plans.
- provide executive support to the Senior Management Team including General Manager and Directors.
- assist with insurance compliance matters.
- assist with staff recruitment.
- attend Council and Audit, Risk and Improvement Committee meetings.

## Key challenges

- working across multidisciplinary functions and directorates and managing competing demands.
- embedding an enterprise risk culture across Council.
- ensuring compliance with regulatory requirements.

## Decision making

- work independently and with self-direction but refer key decisions to the Senior Management Team.
- refer to other corporate team members as required for team support.

## Essential criteria

- Cert IV in Business Management or equivalent training.
- Demonstrated experience working in a similar role.
- Competent in a range of software products including Microsoft Office and corporate management systems.
- Ability to prepare reports and business papers.
- Ability to work accurately, with attention to detail, use initiative, focus on results and meet deadlines.
- Commitment to always maintain privacy and confidentiality.
- Ability to work as part of a team to achieve collective results.
- NSW Class C Drivers Licence.

## Desirable criteria





- Previous local government or public sector work experience.
- Previous experience in a governance or risk management role.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

## Local Government Capability Framework

Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Advanced
	Demonstrate Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.



## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate and Engage	Intermediate	<ul style="list-style-type: none"><li>• Focuses on key points and communicates in 'Plain English'</li><li>• Clearly explains and presents ideas and technical information</li><li>• Monitors own and others' non-verbal cues and adapts where necessary</li><li>• Listens to others when they are speaking and asks appropriate, respectful questions</li><li>• Shows sensitivity in adapting communication content and style for diverse audiences</li></ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"><li>• Gathers and investigates information from a variety of sources</li><li>• Questions basic inconsistencies or gaps in information and raises to appropriate level</li><li>• Asks questions to get to the heart of the issue and define the problem clearly</li><li>• Analyses numerical data and other information and draws conclusions based on evidence</li><li>• Works with others to assess options and identify appropriate solutions</li></ul>