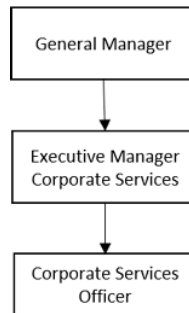


POSITION DESCRIPTION

Position Title	Corporate Services Officer
Organisational Team	Corporate Services
Location	Blayney
Reports to	Executive Manager Corporate Services
Direct Reports	Nil
Employment Status	Fulltime
Classification/Grade/Band	Grade 4
Position Statement	
The Corporate Services Officer exercises a high level of autonomy, professional judgement, and organisational influence. This role provides high-level administrative and governance assistance to the General Manager and Executive Managers. It contributes to the effective operation of corporate systems including risk, compliance, IT, WHS, policies and procedures, records, and corporate planning.	
Central Tablelands Water - Purpose	
Central Tablelands Water is a County Council which provides drinking water supply to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.	
Central Tablelands – Mission, Vision, Values	
Mission	To supply quality, affordable drinking water to our customers across our region, in collaboration with our constituent councils.
Vision	As a regional leader and provider, to achieve excellence in water supply, now and into the future.
Values	Central Tablelands Water values our customers, our workforce and our regional partners. We provide our water supply valuing - sustainability, quality, efficiency, equity and innovation.
Team Charter	
• We champion Central Tablelands Water’s Mission, Vision & Values. • We proactively engage in activities that bring to life Central Tablelands Water’s strategic intent and strategy. • We are open, honest, humble and professional in our dealings with all stakeholders. • We collaborate, respect, trust and support each other. • We honour our commitments and hold each other accountable for results.	
Personal Behavioural Competencies	
• Demonstrates ability to lead & mentor staff and encourage a positive working culture. • Demonstrates honesty, integrity, humility and respectful behaviours towards others. • Demonstrates appropriate behaviours in the workplace in line with Central Tablelands Water’s Code of Conduct & Team Charter. • Demonstrates ownership of their key responsibilities, and accepting feedback and direction in a fair, reasonable and cooperative manner. • Demonstrates initiative and a willingness to put forward ideas along with displaying a personal interest toward improving the way key responsibilities ‘could’ be achieved. • Possesses appropriate skills and emotional intelligence to resolve working relationship issues should they arise. • Demonstrates adaptability and resilience to cope with change. • Demonstrates a Safety Leadership mindset.	

POSITION DESCRIPTION

Reporting Structure



Key Responsibilities

The role is responsible for delivering high-quality governance, compliance and business support functions, including:

Governance & Compliance

- Maintain governance registers including legislative compliance, policies, contracts, risk, code of conduct, conflict of interests, and insurance.
- Support WHS compliance by monitoring, reporting, and documentation.
- Coordinate GIPA applications and statutory reporting obligations.
- Support Audit, Risk & Improvement Committee (ARIC) activities, including secretariat role.
- Assist with policy development, review cycles, and implementation.
- Contribute to Auditing cycle process.

Business Support & Corporate Planning

- Prepare business papers, reports, agendas and correspondence for the Executive Management Team and Council.
- Maintain and update corporate planning documents, including Integrated, Planning & Reporting (IP&R) plans.
- Support business improvement initiatives and organisational performance monitoring.

Executive Support

- Provide executive and administrative support to the General Manager and Executive Managers.
- Provide secretarial support for all Council and committee meetings, including coordinating meeting, briefings, papers, minutes, and follow-up actions.
- Attend all Council and ARIC meetings to provide technology and secretarial support.
- Contribute to a positive organisational culture and cross-business unit collaboration.
- Assist with staff recruitment processes, as required.
- Act for the Executive Manager Corporate Services during periods of leave.

Communication & Records

- Ensure records management complies with legislation and guidelines.
- Maintain Council's website and social media presence.
- Assist in the preparation of internal and external communications.

Performance Challenges

- Managing competing priorities across governance, compliance, business support, and executive functions.
- Embedding a strong enterprise risk and compliance culture across Council.
- Ensuring accuracy and timeliness in meeting regulatory and reporting obligations.

Decision Making

- Works independently with initiative and sound judgement.
- Refers key decisions to the Executive Manager Corporate Services.
- Collaborate with Executive Manager Corporate Services for shared tasks.

POSITION DESCRIPTION

Essential Criteria

- Minimum Certificate IV in Work Health & Safety, Governance, Business Management, or a related field.
- At least 5 years' experience in governance, WHS, compliance, business administration, or a similar regulatory or corporate support role.
- Demonstrated experience maintaining governance, compliance, or risk registers.
- Strong capability in preparing reports, business papers, and formal correspondence.
- High-level proficiency in Microsoft Office and corporate information systems.
- Ability to work accurately with strong attention to detail, meet deadlines, and manage competing priorities.
- Demonstrated commitment to confidentiality, integrity, and professional conduct.
- Strong interpersonal and communication skills, with the ability to work collaboratively across teams.
- Contribute to a culture of continuous improvement.
- Current Drivers Licence.

Desirable Criteria

- Experience supporting committees such as Council, Board, and Audit and Risk Improvement Committees.
- Knowledge of relevant legislation including the NSW Local Government Act, WHS Act, GIPA Act, and associated regulations.

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
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Foundation
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundation
 Results	Plan and Prioritise	Foundation
	Think and Solve Problems	Foundation
	Create and Innovate	Foundation
	Deliver Results	Foundation

POSITION DESCRIPTION



Resources

Finance	Foundation
Assets and Tools	Foundation
Technology and Information	Foundation
Procurement and Contracts	Foundation

Acknowledgement of the Position Description

This Position Description reflects the position at the present time only and may be updated to suit the needs of the organisation from time to time. Please refer to your employment contract for reference.

Employee Signature

Name

Date

General Manager Signature

Name

Date