



CORPORATE SERVICES OFFICER

Recruitment Information Pack

GOVERNANCE | COMPLIANCE | EXECUTIVE SUPPORT | BUSINESS IMPROVEMENT

Blayney, NSW • Full-time • Grade 4

Welcome to Central Tablelands Water

Thank you for your interest in joining Central Tablelands Water

Our people play a vital role in delivering safe, reliable, quality, and affordable drinking water to communities across the Central Tablelands.

We are seeking a capable and professional Corporate Services Officer who will provide high-level administrative and governance assistance to the General Manager and Executive Managers and contribute to the effective operation of corporate systems, including risk, compliance, IT, WHS, policies and procedures, records and corporate planning.

This is a varied role with exposure to Council, the Executive Leadership Team, and the Audit, Risk and Improvement Committee. It offers an excellent opportunity to apply your governance, compliance and business support experience in an organisation providing essential public service.

If you truly value being part of a close knit team, value integrity, collaboration, accuracy, and meaningful work, I encourage you to apply.

Charlie Harris
General Manager



Central Tablelands Water Office, Blayney

Serving regional communities since 1944

Acknowledgement of Country

Central Tablelands Water is situated within the traditional lands of the Wiradjuri Nation. We acknowledge the Traditional Custodians of these lands and pay our respects to Wiradjuri Elders past and present. We recognise their continuing care and stewardship of Country.

About Central Tablelands Water

Central Tablelands County Council, trading as Central Tablelands Water (CTW), is a water supply authority constituted under the Local Government Act 1993 (NSW). CTW supplies drinking water to the Blayney, Cabonne and Weddin local government areas, and bulk water to Cowra Council.

15,000+ people supplied	14 towns and villages	6,000+ water connections
3 constituent councils	1944 year first proclaimed	1 purpose quality, affordable water



Our direction

MISSION	VISION	VALUES
Supply quality, affordable drinking water to our customers across our region, in collaboration with our constituent councils.	As a regional leader and provider, to achieve excellence in water supply, now and into the future.	Our customers, our workforce, and our regional partners. We provide our water supply valuing sustainability, quality, efficiency, equity, and innovation

Why join CTW?



Make your work matter

Join a small, progressive regional utility where your contribution is visible and valued. The Corporate Services Officer helps strengthen organisational governance and supports the people making decisions about essential water services.

What we offer

9-day fortnight 70-hour fortnight supporting work-life balance	Development Professional learning and capability growth	Variety A broad portfolio across governance and corporate services
Influence Work with executives, Council and ARIC	Purpose Support delivery of an essential community service	Culture Collaborative, respectful and improvement-focused

Our team charter

- Champion CTW's Mission, Vision and Values.
- Be open, honest, humble and professional.
- Collaborate, respect, trust and support each other.
- Honour commitments and remain accountable for results.

Live and work in the Central Tablelands

Based in Blayney, the role offers the benefits of regional living with convenient access to Orange and Bathurst. The Central Tablelands combines strong community connections, open spaces and an appealing regional lifestyle with access to established services and facilities.

Regional lifestyle Open spaces, local communities and shorter commutes	Connected location Convenient access to nearby regional centres	Meaningful career Build local government experience while contributing locally
--	---	--

A career that connects professional purpose with regional community

About the role

Corporate Services Officer | Corporate Services Reports to Executive Manager Corporate Services

The Corporate Services Officer exercises a high level of autonomy, professional judgement and organisational influence. The role provides high-level administrative and governance assistance to the General Manager and Executive Managers and contributes to the effective operation of corporate systems, including risk, compliance, IT, WHS, policies and procedures, records and corporate planning.

Key responsibility areas

Governance & compliance

Maintain registers; coordinate GIPA and statutory reporting; support WHS, policy reviews, audit cycles and ARIC activities.

Business support & planning

Prepare reports and business papers; maintain IP&R documents; support performance monitoring and improvement.

Executive support

Support the General Manager and Executive Managers; coordinate Council and committee meetings, minutes and actions.

Communication & records

Support compliant records management, website and social media content, and internal and external communications.

A day in the role

No two days look the same

You may begin by preparing a Council report or coordinating business papers, then update a compliance register, assist with a policy review, take minutes at an executive meeting or prepare for an ARIC meeting, and assist staff with WHS matters. You could also support statutory reporting, corporate planning, recruitment, communications or records management activities.



The role will suit someone who can

- work independently, use initiative and exercise sound judgement
- manage competing priorities without losing accuracy or attention to detail
- communicate clearly with executives, elected representatives, staff and external stakeholders
- handle confidential information with integrity and discretion
- adapt to changing priorities and contribute ideas for continuous improvement
- support a positive workplace culture and demonstrate a safety leadership mindset.

What you will bring

ESSENTIAL

- Minimum Certificate IV in WHS, governance, business management or a related field
- At least five years' relevant experience in governance, WHS, compliance, business administration or regulatory/corporate support
- Experience maintaining governance, compliance or risk registers
- Strong report, business paper and correspondence preparation skills
- High-level Microsoft Office and corporate information systems capability
- Ability to meet deadlines and manage competing priorities accurately
- Commitment to confidentiality, integrity and professional conduct
- Strong interpersonal and communication skills
- Commitment to continuous improvement
- Current driver licence

DESIRABLE

- Experience supporting Council, Board or Audit, Risk and Improvement Committee meetings
- Knowledge of the Local Government Act 1993 (NSW), Work Health and Safety Act 2011 (NSW), Government Information (Public Access) Act 2009 (NSW) and associated regulations

Focus capabilities

- Manage self • Display resilience and adaptability • Demonstrate accountability
- Communicate and engage • Community and customer focus • Work collaboratively

How to apply

We want to understand your experience, strengths and interest in the role.

1 Cover letter Outline your interest and suitability.	2 Resume Include qualifications, employment history and at least two referees.	3 Criteria response Address the essential and desirable criteria in the Position Description.
---	--	---

Submit your application

Email to lsafranek@ctw.nsw.gov.au	
Read the Recruitment Information Pack	www.ctw.nsw.gov.au/employment
Applications close	Wednesday 9 September 2026
Remuneration	Grade 4: \$79,921 to \$96,704 per annum (including superannuation)
Enquiries	Lynette Safranek Executive Manager Corporate Services (02) 6391 7200

Recruitment process

APPLY Submit all required documents	SHORTLIST Applications assessed on merit	INTERVIEW Blayney Office 24 September	CHECKS Referees and pre-employment medical	OFFER Preferred applicant contacted
---	--	--	--	---

Equal opportunity and privacy

CTW is committed to a safe, inclusive and respectful workplace and welcomes applications from people of diverse backgrounds. Information collected during recruitment will be handled in accordance with applicable privacy requirements and CTW information management practices.



Be part of an organisation delivering one of life's most essential services.