



Position Vacant Team Leader Governance and Administration

PERMANENT FULLTIME

At the Paroo Shire Council, we believe that our success starts with our people.

We are committed to creating a positive, inclusive, and rewarding work environment where team members feel supported and valued.

The Team Leader Governance and Administration role is responsible for leadership and coordination of councils' governance and administrative functions, as well as the delivery of efficient and customer focused support for the organisation. This role acts as the custodian of council's overall corporate governance framework, policies and processes to ensure high level performance and compliance.

Paroo Shire Council is seeking an individual with demonstrated leadership and management skills at a non-operational level, including the ability to develop, implement and review team operations that improve organisational performance. As Team Leader, you will lead the team resources ensuring a high standard of client services in the delivery of administrative and governance support functions.

The Local Government Act 1993 and the Local Government (General) Regulation 2021 are the guidelines that require each council in Queensland to have an audit, risk and improvement committee, a robust risk management framework, and an effective internal audit function. The guidelines assist Council to comply with the regulatory statutory requirements underpinned by a robust Governance framework.

An immediate start is on offer so if you are seeking a genuine opportunity and would like to be a crucial member of the Paroo Shire Council's team then please attach a COVER LETTER and your current RESUME for further consideration.

If you would like further information, please contact:

Denise O'Brien, Manager Human Resources on 07 4655 8400.

You can email your interest directly to Denise at hr@paroo.qld.gov.au

[Alternatively download directly from our website at](#)

[Employment Vacancies – Paroo Shire Council](#)



Position Description Team Leader Governance & Administration

Position Number:	506	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	Level 5 (To be Negotiated)	Employment Type:	Permanent Full Time
Department / Team:	Corporate Services, Governance and Risk / Governance and Administration		
Reports to:	Director Corporate Services, Governance and Risk	Supervises:	3-4 direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of **integrity, efficiency and continuous improvement** and exhibit the following values:

Pride, Accountability, Respect, Open & Transparent, Opportunities for Employment, Safety and Commitment

Position Objectives

The Team Leader Governance and Administration role is responsible for leadership and coordination of councils' governance and administrative functions, as well as the delivery of efficient and customer focused support for the organisation. This role acts as the custodian of council's overall corporate governance framework, policies and processes to ensure high level performance and compliance.

Key Responsibilities

- Oversee the day-to-day activities of the Governance and Administration Team and provide effective leadership to ensure the team works cohesively and collaboratively.
- Maintain and improve Council's governance systems and procedures and provide sound advice and assistance on a range of governance matters.
- Ensure that the processes in relation to the updating of Register of Interests and legislative requirements relevant to the Councillors, Executive Leadership Team and Senior staff are monitored and met.
- Ensure the coordination, administration, maintenance and review of Delegations, Instruments of Appointment and Authorisations and ensure relevant corporate registers are maintained as per legislative requirements.
- Ensure the coordination, compilation and legislative reporting of corporate wide planning process including Annual Report, Financial Audit, Internal & External Audit, Risk Management, Corporate Plan and Operational Plan, ensuring legislative timelines and requirement are met.
- Facilitate the development of performance reporting frameworks that satisfy corporate and legislative requirements.
- Interpret legislation and implement and maintain effective processes to ensure compliance.
- Oversee the governance records and ensure they are accurate and filed appropriately.

- Coach and mentor the Governance and Administration Team, by sharing expertise and transferring skills to build internal governance capability.
- Work with Managers and Senior staff to coordinate integrated business systems and processes that will support effective operations and service provision across the organisation.
- Assist in the development and management of the Internal Audit function.
- Assist in the operation and maintenance of Council's Complaints Management System.
- Assist in the development of, and support Council's Corporate Risk Management System.
- Undertake and implement appropriate strategic planning and policy development, ensuring successful engagement of any affected stakeholders.
- Assist in the facilitation and development of the IT strategy and supporting plans and documentation.
- Ensure the Council's IT Framework provides a high level of effective management of data, information and technology and provides adequate controls, security and functionality to support the deliverables of the corporate objectives.
- Continually review and maintain the functioning of Council's needs in the area of IT and in particular in relation to Councils PC network and applications software.
- Ensure security and continuity of Council information systems within reasonable risk structures.
- Oversee and ensure accurate capture of Customer Requests and timely action.
- Assist Stock Routes Supervisor and Local Laws Officers with compliance tasks and correspondence.
- Respond to customer enquiries and ensure they are attended to in a timely manner, providing a high level of customer service to managers, co-workers and customers.
- Undertake data entry and basic data analysis using spreadsheets or specialist software.
- Provide general administrative support across a range of other Council departments as required and provide support and backup to reception areas as required.

Qualifications, Skills and Experience

Success Factors:

- Certificate IV in Local Government Business or similar qualification and/or minimum 3 years' experience in a governance, IT or local government advisor or senior administration role.
- 'C' Class Queensland Drivers Licence or higher.
- Hold or obtain a Working with Children 'Blue Card'.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated experience in providing advice and interpreting legislation relevant to the operations of Council including property, administration and intellectual property.
- Demonstrated knowledge of Local Government practices and the current issues facing Local Government in Queensland, or the ability to acquire.
- Demonstrated experience in providing high level administrative support with a focus on continual improvement.
- Demonstrated ability to build and manage internal and external stakeholder relationships and handle matters effectively, while maintaining confidentiality and a high level of customer service.
- Demonstrated ability to plan and organise workload and operate with a high degree of autonomy, while providing proactive assistance to stakeholders in a deadline focused environment.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Team Contribution

Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and can positively engage with people from diverse cultures, nationalities, and backgrounds.

You will also:

- Work collaboratively with co-workers, actively contributing to the Shire's vision and values.
- Raise issues with a 'solution focus' framework and contribute to a positive working environment.
- Build professional relationships with stakeholders at every level of the Shire.
- Actively display the values of the Shire in every interaction
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.
- Perform other reasonable duties as directed by the Team Leader Airport Services and/or line management within known skills, knowledge, and capabilities.

Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name:

Employee Signature:

Date:

I authorise and Approve this Position Description – Team Leader Governance & Administration

Authorised and signed by: Neil Polglase Interim Chief Executive Officer
