

Message from the CEO

"I am honored to lead the Municipal Association of Victoria (MAV) on the transformative journey ahead as we work to realise the aspirations outlined in our new MAV Strategic Plan for 2024- 2027.

Our vision is to be a nation-leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design and advocacy impact.

Our purpose is to enable action that supports Victorian councils to create cities and regions, towns and communities that are thriving, inclusive and resilient.

The MAV has positioned itself at the forefront to lead the local government sector, embracing the leadership challenge presented by unprecedented technological, economic, environmental, and social changes. Our commitment is unwavering as we strategically lead and strengthen councils, serving as the authoritative voice for the Victorian local government Sector.

Our new team will seek and embrace opportunities for growth aligned to the perspectives of our stakeholders and ensure that our strategic direction is not only visionary but also deeply rooted in the needs and aspirations of those we serve.

The heart of our strength lies in the knowledge and expertise of councils in every region of Victoria. Together, we will build resilience, address climate change, and create a future where all our communities thrive.

I look forward to the shared achievements and successes that await us."

Kelly Grigsby

CEO, Municipal Association of Victoria

Position Snapshot

Our vision is to be a nation-leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design, and advocacy impact. Our purpose is to mobilise action that supports Victorian councils to create cities, regions, and towns that are thriving, resilient, and inclusive communities.

The leadership challenge and opportunity of rising to the unprecedented technological, economic, environmental, and social changes in the 21st century is becoming critical for local governments; and this is why the role of the MAV is so important now and into the future. At the MAV we are committed to working collaboratively with councils to achieve just and sustainable growth and to prepare for the future and the uncertainty it brings.

The Governance Officer/Secretariat provides a wide range of corporate governance and secretariat support to the MAV and its Boards, ensuring compliance with the MAV's policies, processes and systems. The position will assist the MAV's Executive Assistants in the provision of governance administration, Board secretariat duties and delivery of events.

This position is pivotal to the success of the Legal & Governance Unit, the CEOs Office and the broader administration of the MAV. It will support the Legal and Governance Unit to achieve its goals by sharing information, communicating clear information to other team members, involving team members in decisions, and demonstrating commitment to the team.

As a key support role within the Unit and the broader organisation, the Governance Officer/Secretariat is a contact for internal and external stakeholders including member councils, partner organisations and State Government bodies on matters pertaining to the Legal and Governance Unit and the CEOs Office. This includes being the primary point of contact for the Legal and Governance Unit inbox, which will ensure that tasks are assigned to the relevant Officer for prompt action.

The Governance Officer/Secretariat will provide support to the Executive Assistant as required, ensuring that all governance and Board secretariat duties are completed to the highest standard. This includes managing delegate and substitute forms and maintaining council staff contact lists to ensure accuracy and currency of information. Further, this position will provide support in the management of the MAV Board travel bookings, travel claims and reimbursements.

Your Sphere of Influence and Key Relationships

Reports to	Executive Director, Legal and Governance
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Internal	MAV Board
	MAV Delegates
	Executive Team
	Senior Leadership Team
	MAV Staff

External	Federal and State Politicians
	Government Agencies and Authorities (State and Federal)
	Local Government Bodies and Professional Associations
	Business and Community Leaders
	Council Committees
	Sector representatives/members
	Service Providers and Consultants

KPIs 2024 – 2025

Your First 12 Months

To be successful in your first 12 months you will need to focus on and move forward with the following key priorities:

- A sound awareness of the MAV, the community, the challenges and the opportunities associated with the MAV's operation.
- Consultations with key stakeholders have taken place, giving you the opportunity to enable the delivery of key actions and initiatives, supporting the delivery of the MAV's strategic plan.
- You have connected with key internal and external stakeholders, partners and key council members to further develop relationships and the delivery of your key actions and initiatives.
- You have engaged with your team members and MAV colleagues to develop trusted and beneficial relationships, supporting the delivery of the MAV's strategic plan. This will be achieved through cross-organisational partnerships and programs to bring the MAV's values and vision to life.
- There is evidence in the local government sector that things are changing for the better.

Vision for MAV 2027

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focused on the vision.

Your Personal Attributes

Key Competencies

Innovator – You strive to generate innovative solutions and find new ways to tackle problems and seize opportunities, whilst also ensuring that consistency in service and advice is maintained. You are proactive and take prompt action to accomplish objectives, going above and beyond to achieve goals set.

Communicator – You focus on developing and leveraging collaborative relationships to achieve your goals. You take the time to stay informed about the internal and external environment, understanding organisational dynamics and proactively navigating the stakeholder landscape. Additionally, you prioritise the customer perspective and work to create service practices that meet their needs and the needs of the organisation.

Change Agent – you strive to maintain your effectiveness even when faced with major changes in your work responsibilities or environment. You adapt quickly to new structures, processes, requirements, or cultures in order to continue performing at a high level. You also take proactive measures to identify areas for improvement and implement solutions, creating positive change in my work environment.

Team Player - You actively participate as a valuable member of your team, working together to achieve your shared goals. You understand the importance of effective collaboration and maintain good working relationships with your colleagues. By working cooperatively with others, you contribute to the success of the team.

Qualifications

- A tertiary qualification in any discipline will be well regarded but is not essential.
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Experience

- Relevant experience as an administration support officer or governance officer in a similar size or larger organisation will be highly advantageous.
 - Experience liaising with multiple internal and external stakeholders to support the delivery of work priorities in accordance with timeframes and expected deliverables.
 - Experience providing secretariat support to Boards and Committees, ensuring that requirements are met in accordance with outlined schedules and expectations.
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Specialist skills and knowledge

- Excellent verbal and written communications skills, including the ability to assist in the preparation, review and editing of correspondence and reports to key stakeholders.
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- Exceptional time management and organisational skills, with the ability to coordinate multiple projects simultaneously.
 - Efficient, confident, and a strong communicator with the ability to consult with others and create action from feedback.
 - Outstanding professional conduct and an impeccable reputation for maintaining strict confidentiality and discretion while working with highly confidential and sensitive information.
 - Knowledge and competency in the management of complex documents, including the collation of information and formation of documents for external distribution.
 - A natural relationship builder and a trusted team partner.
 - Excellent problem-solving and prioritisation skills, with the ability to anticipate and prepare for potential challenges.
 - High degree of technical competency with Microsoft Suite and associated software applications.
 - Demonstrated experience in the coordination and facilitation of Board meetings.
 - Demonstrated experience in the use of Board administration tools/board portals i.e. BoardEffect or Diligent
 - Ability to support after hours events including monthly Board briefing meetings and events as/when required.
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Your Key Responsibilities

Strategic

- Contribute to the business planning and objective setting as part of the MAV's business planning activities.
 - Establish a strong professional network with relevant local government stakeholders, agencies, bodies to support the delivery of the MAV's strategic plan and beneficial outcomes for the local government sector.
 - Apply understanding of the political, social and legal environment and organisational context of the MAV.
 - Build and leverage key political and stakeholder relationships to strategically advocate for the MAV, and the local government sector, in its dealing with key stakeholders, government agencies, the community and media.
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Corporate

- As part of the Legal and Governance Unit, demonstrate commitment to an organisation culture that rewards innovation, continuous improvement and service excellence.
 - Work across the organisation, demonstrating cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.
 - Demonstrate a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.
 - Represent the MAV at formal functions and events on all occasions ensuring a high and appropriate public profile.
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Unit

- Live the MAV's values and management behaviors, at all times setting a strong example for the broader MAV Team.
 - As part of the Legal and Governance Unit, contribute to an organisation culture that rewards innovation, continuous improvement and service excellence.
 - Work across the organisation to secure cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.
 - Build a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.
 - Represent the MAV at formal functions and events on all occasions ensuring a high and appropriate public profile.
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Shared Organisational Responsibilities

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| Safe Workplace | <ul style="list-style-type: none">• Undertake responsibilities in line with the Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:<ul style="list-style-type: none">- Follow reasonable instruction;- Cooperate with their employer; and- At all times, take reasonable care for the safety of others in the MAV workplace. |
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| Policies and Procedures | <ul style="list-style-type: none">• Undertake responsibilities in line with all MAV policies related to the position including: Workplace Behaviours, Record Keeping, Procurement, Staff Management and Community Engagement. |
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| Legislative Framework | <ul style="list-style-type: none">• Complete responsibilities of this position in line with the relevant legislation for which the Unit is responsible.• Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed for all sections of the Unit. |
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| Risk Management | <ul style="list-style-type: none">• Adopt a proactive risk management approach to all MAV activities that the Unit is responsible for.• Create an environment where managing risk is accepted as the personal responsibility of each employee. |
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Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

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| Office Duties | <ul style="list-style-type: none">• Sitting at a workstation on an adjustable office chair, general office-based work, using a computer for up to one hour at a time, followed by a break.• Includes general office-based work such as handling files, various paperwork, attending phone calls and customer enquiries. |
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| Driving | <ul style="list-style-type: none">• At times, required to drive private/rented vehicle. |
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| Other | <ul style="list-style-type: none">• Driving private/rented vehicle/s whilst carrying out the responsibilities of the position. |
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Pre-employment Requirements

National Police Check

Verification of Qualifications and Training

Full Victorian Driver's Licence

Selection Criteria

Your application for this position should address the points listed under 'Your Personal Attributes' which are the Competencies, Qualifications, Experience and Specialist Skills and Knowledge you will need to succeed as the Governance Officer/Secretariat.

People & Capability – Internal Use Only

Position Number(s):

PD Current as at: April 2024

Governance Officer/Secretariat
Position Description