

WHITEHORSE CITY COUNCIL

Position description

Job title: Council Business Officer	
Classification: Band 5	Effective Date: July 2025
Reports to: Senior Governance Officer	Tenure: Permanent Full Time

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The Council Business Officer helps with decision-making by preparing Business Papers and Meeting Minutes for Council and the Executive team. The Council Business Officer enforces set deadlines for staff, and provides administrative support to the Governance Unit.

Key Responsibilities

Position Specific Responsibilities

- Coordinate and produce Business Papers and Minutes for Council, Council Committees and the Executive Leadership Team
- Ensure Business Papers and Minutes are produced efficiently and accurately for distribution and publication in the approved format and by the set deadlines
- Coordinate public participation at Council meetings
- Report and maintain the following:
 - Decision indexes;
 - Councillor attendance;
 - Confidential decisions;
 - Policy Register
 - Council resolution actions
- Coordinate attendance, catering and venue setup for Council and corporate meetings
- Provide a key point of contact for the Governance Unit, internally and externally
- Educate and assist staff in compliance with processes, procedures, templates and policies relating to the production of Council and Executive business papers
- Assist staff in using systems such as InfoCouncil, Camms and Content Manager
- Provide user training and assistance of the agenda management system (InfoCouncil)
- As the Council Agenda Management system administrator, maintain and improve the system
- Administer the Councillor Sharepoint and provide assistance to users
- Assist with administration of Citizenship Ceremonies support the delivery of Citizenship Ceremonies as required
- Process department correspondence and maintain email inboxes
- Update training manuals and user guides
- Process purchase orders and invoices for the Governance Unit
- Provide administrative support as required to the Manager Governance and Integrity and Coordinator Governance

- Assist the Senior Governance Officer in the maintenance of governance registers and statutory procedures including place naming, authorisations and delegations
- Provide assistance to the Executive Business Support Unit as required
- Assist with Council's website and intranet updates
- Undertake other duties to support the effective functioning of the department

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- The freedom to act for this position is set within procedures and timetables related to the Council meeting cycle.
- The quality of decisions and actions taken by this position will have an impact upon the performance of senior officers supported by this role

Specialist Knowledge and Skills

- Understanding of Local Government environment and processes (*desirable not essential*)
- Previous experience in Council business paper production (InfoCouncil) (*desirable not essential*)

Qualifications and Experience

- Previous administrative experience will be highly regarded
- Strong organisation skills and the ability to manage competing demands

Key Relationships:

- Senior Governance Officer
- Coordinator Governance
- Manager Governance and Integrity
- Governance and Integrity Team
Executive Leadership Team

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check
- This position involves some additional out-of-hours work which will attract paid overtime or time in lieu

Key Selection Criteria

- The ability to manage complex and conflicting demands and meet deadlines while producing accurate work with a high level of attention to detail
- Demonstrated record of acting as an effective team member with the ability to work without close supervision
- Advanced experience in the use of Microsoft software, including spreadsheets and databases, with the ability to produce complex business papers and reports
- Well-developed interpersonal skills, including the ability to liaise and communicate effectively at all levels, both internally and externally
- A high level of political acumen with the ability to operate successfully in a confidential environment

Physical Requirements

Physical Functional Demand	Frequency/Duration of performance of task per day
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Never/Rarely performed
Hand/Arm Movement Tasks involve use of hand/arms	Performed Often
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Never/Rarely performed
Standing Tasks involve standing in an upright position	Performed Sometimes
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Never/Rarely performed
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Never/Rarely performed
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Never/Rarely performed
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Never/Rarely performed
Keyboard Duties Tasks involve sitting at workstation and using computer.	Performed Often
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Performed Often