

TOWN of CLAREMONT Information Pack



Position **Governance Support Officer (Three-month fixed term)**

Salary **\$90,319 per annum plus 15% superannuation**

The Town is seeking a full-time Governance Support Officer for a three-month fixed-term period to join our governance team and support the Town's commitment to good governance and transparency. Working closely with the Manager, this position will be responsible for:

- Preparing agendas for council and committee meetings.
- Processing petitions, public questions and statements and disclosure of interests.
- Maintaining Governance, Delegated Authority and Insurance Claims registers
- Assisting with payment of Elected Member sitting fees and expense claims.
- Providing administrative support and assistance to the Governance business unit.

The successful candidate will be a clear communicator and team player. Knowledge of Local Government decision-making processes and experience in the preparation of agendas is highly desirable. The successful candidate's core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service.

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was ranked Number 1 local government from the MARKYT Community Scorecard, as voted by their community in the 2023/24.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, RDOs, free onsite parking and free access to an on-site gym and to the Claremont Aquatic Centre.

Applications close Monday 23 February at 5 pm.

The Town is an equal opportunity employer that values a diverse workplace. The Town encourages people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

Please direct all enquiries to HR Team Member (9285 4300). Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date





Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter is required and should demonstrate your suitability for the position.

Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.



Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at **toc@claremont.wa.gov.au**

Alternatively, applications may be mailed to:

Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

If you do not hear back from the Town within 2–3 weeks, please consider your application unsuccessful.



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