



## Governance Support Officer

Hays • Western Sydney NSW



Base pay

\$40 - \$53 / hr



Work type

Temporary



Contract type

*Not provided*

### Job details



Date posted

**03 May 2022**



Expiring date

**03 May 2023**



Category

**Government, Emergency & Defence**



Occupation

**Policy, Planning & Regulation**



Base pay

**\$40 - \$53 /hr**



Work type

**Temporary**



Job mode

**Standard/Business Hours**

### Full job description

#### Your new company

A renowned State Government organisation requires multiple roles for a 3-month contract month for Governance and Risk Officer positions. They are committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement, and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' Integrity, Respect, Innovation, Compassion and Collaboration as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

#### Your new role

To provide project, policy, research and administrative support to the Senior Manager Governance and Risk and their team in the administration of Governance and Risk activities in compliance with best practice and relevant legislation and policies

#### What you'll need to succeed

- Research and analysis skills.
- Excellent skills in using office computer applications and the ability to adopt new technology
- A high level of efficiency in word processing, spreadsheets, and document management systems
- Well-developed organisational and problem-solving skills with a capacity to undertake research
- Excellent written and verbal communication skills with strong interpersonal, liaison and negotiation abilities including the ability to build and maintain respectful relationships with staff at all levels and

with external entities

- Ability to work under pressure and organise priorities to meet deadlines.
- Demonstrated ability to deal with information with high sensitivity and confidentiality
- Understanding of local government functions, issues and local government political structure
- Strong customer focus with the ability to respectfully handle enquiries and resolve or refer complaints
- Demonstrated organisational and interpersonal skills in an administrative support environment.
- Ability to prioritise work, work under pressure and meet strict deadlines.
- Excellent diary and email management skill

What you'll get in return This is a Temp Contract for 3 months. For your dedication and hard work, you will be remunerated at \$40- \$53 per hour.

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, alternatively email [julie.maguire@hays.com.au](mailto:julie.maguire@hays.com.au) or call Julie on 02 88601636

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508 #2645289**