

Governance and Council Support Officer

Salary Range \$64,652 - \$72,496 per annum pro-rata
(depending on qualifications and experience)

- Part time role (22.8 hours per week) in a diverse and growing business
- Dynamic environment and great working culture
- Flexible and accessible workplace near the heart of Leederville

Vincent is no ordinary local government. We provide employees with attractive employment conditions and benefits and a friendly and welcoming team of people – Team Vincent!

As an organisation, we want to create an amazing place for current and future generations to enjoy. A place that residents are proud to call home, where businesses thrive and where people want to visit.

We'd love to hear from you if you want to join a creative and committed organisation where new ideas flourish, everyone's opinion counts, and staff are proud to say they work.

The role

As a Governance and Council Support Officer you will have a tertiary qualification or significant experience in business administration, and:

- Have outstanding written communication skills and word processing ability, with excellent attention to detail
- Have knowledge of the principles of governance, audit and risk
- Experienced in a service environment and dealing with the public
- Experience in the preparation of reports to a board or senior management
- Have the ability to work outside normal office hours to attend Council meetings

If you're committed to innovation, business improvement and providing a quality customer experience, then we encourage you to apply for this great opportunity to make a real difference in our planning team.

How to apply

Please visit our website's employment opportunities section for information, including the position description. You can apply via our website, and your application must include a cover letter and CV which outlines why you'd be well suited to the role.

The City of Vincent is an equal opportunity employer and welcomes applications from people of different backgrounds to apply, including Aboriginal and Torres Strait Islander people, people from different cultural backgrounds and people with disabilities.

Applications close 4pm, Monday 18 December 2017.

Thanks for your interest in joining Team Vincent.

Len Kosova

CHIEF EXECUTIVE OFFICER