



Duty Statement

Executive Officer Avon Regional Organisation of Councils (AROC)

Purpose of Role:

- Be the principal point of contact for the AROC;
- Increase the effectiveness of the AROC;
- Assist in achieving the objectives of the AROC MOU;
- Encourage greater participation by member local governments; and
- Build the brand of the AROC as a collective voice for the Avon region and lead to greater advocacy for the benefit of all AROC local government members.

General Requirements

The contractor and any persons engaged by the contractor must:

- Act in a professional and ethical manner and in the best interests of the AROC at all times.
- Maintain confidentiality.
- Work safely and in accordance with all Work Health and Safety requirements.
- Comply with relevant legislation as required.
- Attend out of hours meetings as required.
- Provide equipment and materials necessary for the role.
- Be responsible for the key responsibilities and duties as outlined below.

Key Responsibilities and Duties

Executive Officer Services

- Liaise with AROC members as required.
- Liaise with WALGA and the Avon-Midland Country Zone of WALGA and other agencies on relevant AROC issues.
- Facilitate appointment of specialists and consultants for AROC business or projects as directed.
- Maintain good communication with all stakeholders as required.

Meeting responsibilities

- Coordinate all meetings of the AROC Officers' Group and Governance Group.
- Issue timely notice of meetings to members.
- Issue timely invitations to meetings to speakers, visitors and guests, and

Key Responsibilities and Duties

appropriate agencies.

- Call for agenda items from Member shires well in advance of the cut off time for the finalisation of agendas.
- Collate correspondence and agenda items from Member shires and compile and issue agendas for meetings.
- Organise catering for meeting attendees, as required.
- Liaise as required, with the President or Chair when preparing the agenda and brief him/her on any aspects associated with the agenda and meetings.
- Attend meetings in a secretarial capacity and record minutes.
- Travel to other meetings may be required from time to time to represent the interests of AROC.
- Compile and circulate minutes to members promptly after the meetings.
- Follow up all issues formally raised at meetings.
- Maintain the Minute Book/s.

Finance

- Monitor the AROC finances in collaboration with the Shire of Northam which provides financial services to the AROC on an in-kind basis.
- Maintain financial records and provide evidence to the Shire of Northam as required.

Project Work

- Undertake special projects as resolved by the AROC Governance Group with operational direction provided by the AROC Officers' Group.
- Apply for, administer and acquit funding for AROC projects.
- Prepare submissions relating to matters affecting AROC, in line with direction provided at meetings.

Internal Liaison

- Member Chief Executive Officers
- Member Councillors
- Member Shire staff
- Secretariat: Shire of Toodyay
- Finance: Shire of Northam

External Liaison

- WALGA and Avon-Midland Country Zone of WALGA
- State and Federal Government Departments;
- Private Sector Organisations;
- Regional Organisations and community bodies;
- Stakeholders in the community;
- Members of State and Federal Parliament;

Position Description
AROC Executive Officer

Internal Liaison

External Liaison

- Associated Industry Bodies;
- Wheatbelt Development Commission (WDC)
- Regional Development Australia (RDA) Wheatbelt

Required Competencies

- Advanced organisational and time management skills.
- Integrity and professionalism
- Advanced interpersonal skills
- Diligence and accuracy
- Ability to effectively deal with sensitive, political and confidential duties
- Ability to effectively research and analyse information
- Ability to work within a team environment and autonomously