



POSITION DESCRIPTION

POSITION TITLE	Government Relations & Executive Support Officer		
POSITION NUMBER:		CLASSIFICATION	
REPORTS TO:	VLGA Chief Executive Officer		
DATE APPROVED:			

About us

The Victorian Local Governance Association (VLGA) has a long and proud history of supporting councils and councillors to deliver positive outcomes for their local communities through high performance leadership and effective governance.

As a member-run and independent organisation, we are the peak body for Victoria's councillors, with a proven track record of supporting councils to change culture, improve conduct and demonstrate good local governance.

For more than 30 years the VLGA has been a representative voice for its members, as well as a key provider of training and professional skills development to enhance councillor capabilities and ensure elected representatives are well equipped to represent their communities. We support councillors from candidacy to end of term and beyond.

In addition to supporting councillors to realise their true leadership potential and increase their impact, the VLGA also assists the sector by carrying out research, policy analysis and advocacy on behalf of local councils.

We are also known for our advocacy work in demonstrating how addressing issues like gender equity and gambling reforms leads to strengthened governance and the enhanced health and wellbeing of communities.

Position Description

The Victorian Local Governance Association (VLGA) is seeking a passionate, driven and highly motivated individual to join our small but high-performing team. You will have the opportunity to collaborate with talented professionals who are passionate about local government and helping councils and elected representatives achieve positive outcomes for the communities they represent.

This role is ideal for someone who thrives in a politically rich environment and has previous experience working in an electorate office or across government.

The successful candidate will be responsible for providing a wide range of administrative, communications and government relations support to the executive leadership team and board of directors, ensuring the VLGA can continue its long and proud history of promoting and ensuring effective leadership and good governance across the sector.

Position Objectives

- Managing all critical administrative and office management functions of the VLGA.
- Providing day to day support to the CEO, Executive Leadership Team (ELT) and Board of Directors including but not limited to scheduling meetings and appointments, managing correspondence, writing speeches, taking minutes and preparing reports and presentations.
- Providing communications, event and marketing support when required.
- Providing government relations support to the VLGA, liaising with the VLGA membership base and key external stakeholders across both local and state governments.
- Maintain the VLGA's reputation as a trusted and well-respected advisor to the sector through efficient, courteous service to councils, councillors, key external agencies and other tiers of government.

Key Responsibilities and Duties

- Drafting formal correspondence and letters to CEO's, Councillors, Directors, and Ministers offices across all tiers of Government.
- Establishing and managing a database of key government, membership and agency contacts.
- Providing administrative support to the CEO and Executive Leadership Team including meeting co-ordination, email management, and the preparation of agendas and minutes and mailouts.
- Managing the VLGA's email account and CRM to ensure accurate record management keeping and timely response rates.
- Providing administrative support to a variety of working groups and sub-committees
- Liaising with and assisting VLGA members and prospective members and external stakeholders.
- Assisting with events planning and support including but not limited to: booking event venues, coordinating invitations, catering, meeting room set up and pack down (if required).

- Providing communications, event and administrative support to the wider team as required.

Key Competencies

Specialist Skills and Knowledge

Highly developed administrative and office management skills

A demonstrated high level of competency in using Microsoft Word processing, desktop publishing and database software packages

Highly developed oral and written communications skills and exceptional attention to detail.

A demonstrated ability to solve problems through discussion, negotiation, teamwork and creativity

An understanding about the political context within in which VLGA operates

An understanding of the long-term goals of the organisation

Management Skills

Excellent time and project management skills

Ability to produce results within tight timelines

Ability to liaise with all levels of management

Demonstrated ability to achieve desired outcomes, even when facing conflicting objectives and time pressures

Interpersonal Skills

Ability to communicate effectively with VLGA members, non-members, councillors, council officers, CEO's, Directors, Ministers, Ministerial staff, other employees and members of the public in the administration of broadly defined objectives.

Ability to collaborate with and gain assistance from colleagues, suppliers and stakeholders.

Ability to contribute to a positive and professional team environment built on trust and respect.

Demonstrated understanding of maintaining confidentiality and discretion in supporting the VLGA Board & Executive Leadership Team when making decisions or representing the organisation.

Qualifications and Experience

Degree or Diploma in communications, office administration, communications, government relations or political studies/ or less formal qualifications with extensive experience in a similar role.

Key Selection Criteria

- Highly developed administration skills with strong attention to detail, particularly in relation to determining priorities, maintaining record management systems and monitor workflows.
- Demonstrated high level interpersonal skills and the proven capacity to work autonomously and as part of a team.
- Excellent communication skills – written and verbal
- Excellent time management skills including a demonstrated ability to multitask, exercise initiative, and appropriately apply judgement to ensure delivery to deadlines.
- A proven ability to display high levels of responsiveness, integrity, impartiality, accountability, and respect in relationships with others and decision making.
- Commitment and ability to provide the highest level of customer service, providing sound advice and maintaining the strictest confidence on all issues.
- Proven ability to support a diverse range of people in a respectful and flexible manner.

HIGHLY DESIRABLE

- Knowledge of the Victorian Local Government sector or an interest in government and political processes.
- Demonstrated experience working with boards, preparing board packs and taking minutes
- Experience working with/or for an Industry Association or peak body
- Ability to draft clear, engaging, and well-structured written materials, including correspondence and speaking notes which are tailored to diverse audiences and platforms.