

Position Description

Position Title	Governance Officer
Position Code	CORP025
Department	Corporate Services
Division	Corporate Business
Reports To	Manager Corporate Business
Direct Reports:	Nil
Position Classification	Administrative / Technical / Trades Band 2, Level 2
Position Status	Full time
Allowances	Nil

SPECIAL CONDITIONS

Nil

REPORTING STRUCTURE OF POSITION

Manager Corporate Business					
				Team Leader Business Support	
Governance Officer	Governance Officer [Senior]	Snr Executive (1) and Executive Services Officers (2)	Governance Officer - Records & Risk [Risk & Procurement]	Business Services Officers (4)	Trainee Business Support Officer

PRIMARY PURPOSE OF THE POSITION

The Governance Officer will be responsible for providing high level input into the maintenance, development and implementation of Council's corporate governance framework. As the Governance Officer works as part of a small team the key responsibilities will be assigned as required by management, sometimes on a rotating or shared basis to ensure adequate coverage of priorities, to promote succession planning and to develop technical depth within the team.

Council's corporate governance framework includes enterprise risk management, records management, integrated planning and reporting, internal audit, procurement, contractor management, policy and procedure development/review and support to Council and Committees. The Governance Officer, along with the Governance Team, is tasked with ensuring organisational compliance is maintained and provides high quality governance support and advice to support best practice governance more generally.

The Governance Officer is seen as an expert (or developing expert) within the area of governance providing expert assistance to the organisation and is a member of the Corporate Business Team.

Areas of Delivery	Est. % of time spent
<i>Administrative, quality assurance and organised oversight of all corporate business governance related activities, projects and improvement including the management of governance work via technology and systems, deadlines, and the delivery of results in the legal, property and governance space</i>	30%
<i>Provide high-level corporate governance support to all facets of the organisation including enterprise risk management, records management, integrated planning and reporting, risk assessments, internal audit, policy and procedure development/review, compliance, research and report writing.</i>	70%

POSITION RESPONSIBILITIES

Governance

- Assist with the development, review, management and implementation of Council's Integrated Planning and Reporting framework requirements.
- Assist with the management of Council's records management framework and provide assistance, training and advice in the ongoing development, operation and maintenance of Council's electronic document management system, records strategy and legislative compliance.
- Assist with the management of Council's enterprise risk management framework and provide assistance, training and advice to management and staff on risk management, insurance management, contractor management (administration) and internal audit. Work with relevant stakeholders across the business in relation to projects/programs/initiatives requiring input for the elements listed above.
- Assist with the management of Council's procurement program and provide assistance, training and advice to management and staff on procurement, purchasing, tendering, contract matters and related documents.
- Assist with the management of Council's Audit, Risk and Improvement frameworks and support to the Audit, Risk and Improvement Committee Chair.

Assist with the management of Council's registers of legal documents, policies and delegations to ensure that they are kept up to date and readily accessible.

- Assist Council's designated Right to Information Officer and Public Officer and associated compliance with Government Information (Public Access) Act 2009 and Public Disclosures Act 1994.
- Undertake research and write briefing paper and reports.
- Complete corporate governance health checks with an ongoing continual improvement focus.
- Ensure that the organisation meets all statutory deadlines as prescribed by the Local Government Act 1993 and other legislation as required.

- Provide relevant administrative and organisational support as directed by Manager Corporate Business to all facets of the business, which could include special projects, research and high-level administration activities;
- Moderate to complex application of Excel, Word, Power point, MS Project and other related software to complete administrative tasks, data entry and reporting.
- Support the functions of the Senior Governance Officer and Governance Officer Records & Risk [Risk & Procurement] as needed to promote succession planning and to develop technical depth.





Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
- Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly.
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council.
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals.
- Comply with all Council's policies and procedures and Code of Conduct.
- Complete other duties as directed by the nominated Supervisor.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Corporate Business	Direct Supervisor
Governance Team	Support, guidance and subject matter expert assistance
Corporate Business Team	Support and guidance
Contracts superintendent	High level administrative assistance and quality assurance oversight for Council's contractor management system
Council Staff	Provide procurement advice and support. Provide high level Corporate Business support
External	
Central NSW Joint Organisation (CNSWJO)	Council's contact for procurement / contract related issues with CNSWJO
Contractors	Advise / information on the tender process; oversight of contractor information
Authorities	Contact with relevant authorities to maintain currency of industry and knowledge

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Works Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Advance
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced

PERSON SPECIFICATION

Essential

- For Governance Officer minimum of two years demonstrated experienced in a governance, legal or administration related position.
- Able to use MS Excel, Word, Powerpoint, Access, MS project and other related tools to a high level of demonstrated proficiency on moderate to complex tasks;

Desirable

- Class C (Standard) Drivers Licence.
- Local, State or Federal Government experience in a comparative role.
- Demonstrated knowledge and experience in procurement including contract development, purchasing, tendering/quoting for goods/services of a significant value.

Experience

- Demonstrated experience in governance-related practices for example enterprise risk management, records management, integrated planning and reporting, internal audit, policy and procedure development and compliance-related functions.
- Demonstrated experience with the development and review of legal documents including, but not limited to, tenders, contracts, leases, licences, agreements and correspondence.
- Demonstrated experience in legal, industrial and industry research.
Demonstrated experience in establishing and maintaining sound governance and risk management processes.
- Demonstrated high level written and verbal communication including: interpersonal skills, the proven ability to communicate recommendations clearly and succinctly, and the ability to prepare reports, policies and related documents.
- A working knowledge of the Local Government Act 1993 or other legislation and the ability to interpret as required.
- Demonstrated ability to work independently and take ownership to resolve factors that may influence the delivery of service in a timely and accurate manner.
- Demonstrated ability to work within a team environment, coordinate and participate in activities and support and assist in leading team members.
- Demonstrated ability to exercise initiatives, sound judgement, discretion and confidentiality.

AUTHORITY AND ACCOUNTABILITY

- Worker level responsibilities in regards to the WHS Legislation

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:	Date:
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HR USE ONLY	
Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No