

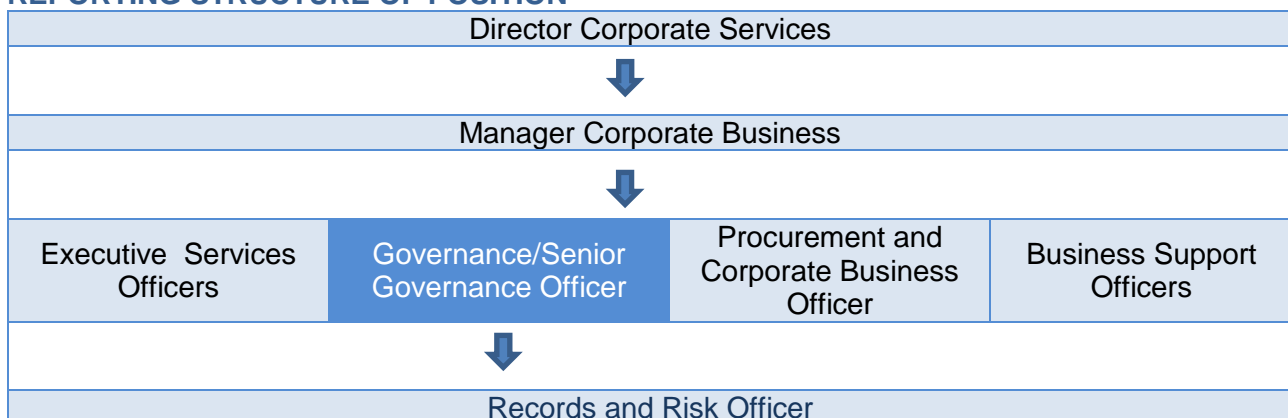
## Position Description

|                         |   |
|-------------------------|---|
| <b>Position Title</b>   | <b>Governance/Senior Governance Officer</b> |
| Position Code           | CORP004                                     |
| Department              | Corporate Services                          |
| Division                | Corporate Business                          |
| Reports To              | Manager Corporate Business                  |
| Direct Reports:         | Records and Risk Officer                    |
| Position Classification | Professional Specialist Band 3, Level 1-2   |
| Position Status         | Full Time                                   |
| Allowances              | NIL   |

### SPECIAL CONDITIONS

NIL

### REPORTING STRUCTURE OF POSITION



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to provide support for the operations of Council and its committees, overseeing the administration and review of the Council's statutes and regulations, and oversee Council's records management and corporate risk frameworks. The Governance/Senior Governance Officer is tasked with ensuring organisational compliance is maintained throughout the year and provides high quality governance support and advice to support best practice governance more generally.

*\*Please note, this position will be appointed as either Governance Officer, OR Senior Governance Officer dependant on skills, experience and capability relevant to the role.*

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

| <i>Areas of Delivery</i>  | <i>Est. % of time spent</i> |
|---|-----------------------------|
| <i>Undertaking governance, risk and records management functions of Council</i>                     | <i>60%</i>                  |
| <i>Supervising Records &amp; Risk Officer including mentoring, upskilling, guidance and support</i> | <i>25%</i>                  |
| <i>Providing expertise across all of Council's governance and risk functions</i>                    | <i>20%</i>                  |

## **POSITION RESPONSIBILITIES**

### **Governance**

- Maintain legislative compliance, staff delegation and documents required under statute.
- Develop, administer and monitor the Corporate Compliance Calendar ensuring organisational compliance is maintained throughout the year.
- Coordinate Council's Integrated Planning and Reporting (IP&R) framework requirements.
- Develop, review and implement Council policies under the direction of Managers, Directors and Council.
- Oversee Council's records management framework.
- Undertake the duties of 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.
- Complete corporate governance health checks with an ongoing continual improvement focus.
- Liaise with Council's solicitors and relevant government agencies regarding legal matters and governance issues.
- Provide advice and assistance with formulation and review of tenders, agreements and contracts for works and services.
- Provide governance induction to new Council employees as part of on-boarding process.
- Ensure that the organisation meets all statutory deadlines as prescribed by the Local Government Act 1993 and other legislation as required.
- Undertake administrative duties as required by whole of Council.

## Risk Management

- Maintain Council's insurance portfolio including policy declaration renewals.
- Coordinate the development, review and implementation of Council's Enterprise Risk Management Plan, Business Continuity Plan and Disaster Recovery Plan.
- Oversee incident reporting, insurance and compensation claims, and develop processes to effectively manage these risks with the exception of Workers Compensation.
- Oversee review and development of risk assessments for Council events; assist with development and review of risk assessment for property, assets and functions/services as required.
- Conduct, as necessary, periodic audits of risk management programs.

## Organisation – Professional






- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements.
- Ensuring 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
- Manage and develop staff through implementation of Council's Human Resource Management Systems, policies and procedures, including but not limited to: Recruitment; Performance Management and conducting performance reviews and the promotion of Learning and Development;
- Carry out and/or 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 effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;

- Assisting with and/or leading contract and project management practices in line with Council’s policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
- Assessing and improving work practices and procedures on a continuous basis to achieve or exceed Council’s strategic and operational goals;
- Compliance with all Councils Policies and Procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor.
- Undertaking other relevant duties as directed which are consistent with the employee’s skill, competence and training.

## KEY RELATIONSHIPS

| Who   | Why  |
|---|--|
| Internal  |  |
| Manager Corporate Business                                    | Supervisor   |
| Records and Risk Officer                                      | Direct Report  |
| Leadership Team   | General Manger, Directors and other Managers as needed.                            |
| Council Staff   | Provide relevant assistance and advice as required.                                |
| External  |  |
| Business Community, Community Members, Government Departments | Information requests, compensation matters, legal and governance advice.           |
| Authorities   | As required  |
| Councillors within the scope of Council’s Code of Conduct.    | Through the General Manager and Council’s Director Corporate Services as required. |

**POSITION CAPABILITIES**

| <b>LGNSW Capability Framework</b>   |                                      |                       |
|---|--------------------------------------|-----------------------|
| <b>Capability Group</b>   | <b>Capability Name</b>               | <b>Level Required</b> |
| <br>Personal Attributes    | Manages Self                         | Advanced              |
|   | Displays Resilience and Adaptability | Adept                 |
|   | Act with Integrity                   | Advanced              |
|   | Demonstrate Accountability           | Advanced              |
| <br>Relationships          | Communicate and Engage               | Adept                 |
|   | Community and Customer Focus         | Adept                 |
|   | Works Collaboratively                | Advanced              |
|   | Influence and Negotiate              | Adept                 |
| <br>Results               | Plan and prioritise                  | Adept                 |
|   | Think and solve problems             | Advanced              |
|   | Create and Innovate                  | Adept                 |
|   | Deliver Results                      | Advanced              |
| <br>Resources            | Finance                              | Adept                 |
|   | Assets and Tools                     | Adept                 |
|   | Technology and Information           | Advanced              |
|   | Procurement and Contracts            | Adept                 |
| <br>Workforce Leadership | Manage and Develop People            | Adept                 |
|   | Inspire Direction and Purpose        | Adept                 |
|   | Optimise Workforce Contribution      | Adept                 |
|   | Lead and Manage Change               | Adept                 |

## PERSON SPECIFICATION

### Essential

- Tertiary qualifications (diploma or degree equivalent) in governance, legal, policy, risk management or business (or currently undertaking formal tertiary study)
  - **For Senior Governance Officer** a minimum of five years demonstrated experienced in a governance, legal or administration related position.
  - **For Governance Officer** a minimum of two years demonstrated experienced in a governance, legal or administration related position.

### Desirable

- Class C (Standard) Drivers Licence;
- Local, State or Federal Government experience in a comparative role.

### Experience

- Demonstrated experience in governance and risk management practices including policy and procedural development and compliance-related functions in a local government context.
- Experience with the development and review of legal documents including, but not limited to, tenders, contracts, agreements and correspondence.
- Demonstrated strength in legal, industrial, and industry research and collaboration across industry in the development of best practice governance and legal advice.
- 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 WHS Legislation
- Financial delegation as per Council's Delegation Register

## 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:

## 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<br>Level: |
| Does this position require the incumbent to possess a specific license or qualification | Yes / No           |