

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Senior Governance Officer

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

Directorate:	Executive	Level: 7
Reports to:	Coordinator Governance	
Supervision of:	Business Support Officer Governance	
Significant Working Relationships:	Chief Executive Office Elected Members Executive Leadership Team Managers Governance Team members External stakeholders	

### 2. Position summary

Manage Governance processes to deliver a contemporary and highly effective governance and risk service to ensure quality service delivery and compliance with legislation, whilst implementing and promoting accountability, efficiency, transparency and compliance throughout the organisation.

### 3. Community strategic objectives



## 4. Our values

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## 5. Key duties and responsibilities

Key functions	Specific duties
Governance	<ul style="list-style-type: none"><li>• Provide proactive, comprehensive, confidential and governance support to the Executive and Governance team.</li><li>• Manage the preparation of Agenda, Minutes and other supporting documents for Council and Committee.</li><li>• Facilitate governance and administrative support for Council and Committee meetings, including the scheduling, preparation and live minute taking at meetings as required.</li><li>• Administer Council's Delegations and Authorisations, review processes and issuing of required documentation to officers.</li><li>• Monitor progression of updated Delegations and Authorisations through the review and approval processes.</li><li>• Provide governance and administrative support for the Governance and Strategy Business Unit as required.</li></ul>
Risk and insurance	<ul style="list-style-type: none"><li>• Develop, review and implement the Shire's Risk Management Strategy and Program.</li><li>• Assess and evaluate risks to which the Shire is exposed and report to the Executive Leadership Team and the Shire's Audit Committee.</li><li>• Develop and implement corrective actions and continuous improvement programs.</li><li>• Coordinate the CEO's review of systems and procedures associated with risk management, legislative compliance and internal controls as required by Local Government (Audit) Regulations 1996.</li><li>• Communicate and promote a positive risk and compliance culture across the Shire through the delivery of training programs, workshops, forums and other internal engagements.</li><li>• Manage the Shire's insurance portfolio and policy renewal.</li></ul>

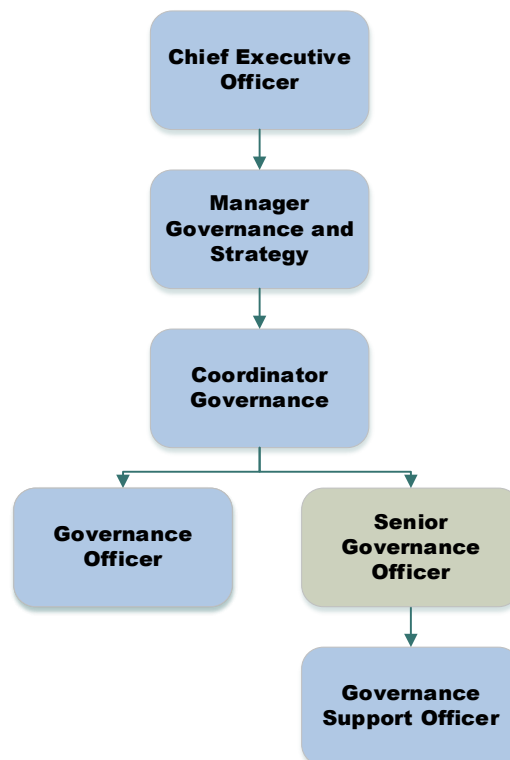
	<ul style="list-style-type: none"> <li>• Manage all aspects of insurance claims management including customer and insurance company liaison for liability, property and motor vehicles.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• Manage and store confidential and routine business information in systems to ensure data is stored, responded to and actioned appropriately.</li> <li>• Manage software and administer compliance and distribution requirements of meetings and Delegations.</li> <li>• Update and maintain compliance registers.</li> <li>• Develop and implement work systems, practices and processes that fulfill compliance requirements including access to documents on the website.</li> </ul>
Customer service	<ul style="list-style-type: none"> <li>• Triage, and where appropriate, respond to requests for information or assistance from internal and external customers.</li> <li>• Develop and maintain professional relationships with internal and external stakeholders.</li> <li>• Work with colleagues in a collaborative way and provide coverage where required within the team to achieve team goals.</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Review others and participate in the annual performance appraisal process.</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• Ensure all staff are inducted and perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices and Equal Employment Opportunity principles.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Reasonable duties commensurate with classification level.</li> <li>• National Crime Check.</li> <li>• Current "C" Class Drivers Licence.</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Work in accordance with the Shire's Work Health and Safety and risk management principles.</li> <li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> </ul>

- Create and capture records of work activities in line with policies and procedures.
- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions

## 6. Extent of authority

- Position operates under the general direction of the Coordinator Governance and Manager Governance and Strategy, within established guidelines, procedures and policies of Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Certificate IV in business or administration or current experience in a similar role.
2. Experience in providing confidential and comprehensive administrative support within the team and to senior staff.
3. Problem solve with the ability to gain co-operation, assistance and the trust of others in delivering exceptional customer service.
4. Proactive professional using initiative, judgement and independence to demonstrate self-sufficiency, flexibility and confidentiality.
5. Research and analytical skills to interpret legislation and highly developed communication and writing skills to effectively compile complex documents and minute taking to a quality compliance standard.
6. Highly developed organisational and time management skills with experience in meeting deadlines, high attention to detail and dealing with varied demands.
7. Ability to adapt to a changing work environment due to technological development, changes in work procedures and organisational change.
8. Ability to work as an effective team member and solve problems and conflict with others.

### Desirable

1. Diploma in Business, Administration, Policy or similar.
2. Working knowledge of compliance requirements under the *Local Government Act 1995*.
3. Knowledgeable in government and local government protocols and processes.
4. Ability to understand and implement policies, procedures and systems relevant to the position.