CLARENCE VALLEY COUNCIL

Position Description

Governance Officer

Directorate	Corporate and Governance
Location	Grafton
Classification/Grade/Band	Grade 11 (Entry to Step 4)
Position Code	
Date position description approved	9 September 2020

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values

SAFE
We have a safety focused workplace culture to ensure the wellbeing of our staff and the community

TEAMWORK
We work together as one council towards shared goals and for the greater good of the community

RESPECT
We are inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard

INTEGRITY
We behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence

VALUE
We deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

ENGAGEMENT
We engage with our staff and community to inform our decision making, and create awareness of our activities

Primary purpose of the position

The Governance Officer contributes to the establishment, implementation and review of an effective governance framework, policies and systems to effectively improve corporate governance to ensure Council's statutory compliance activities are met.

Key accountabilities

Within the area of responsibility, this role is required to:

- Manage Council's Governance and Policy Framework, including review process of policies and internal policies to ensure currency, relevance and compliance with legislation and Council's Operational Plan.
- Provide support to the development and periodic review of the Integrated Planning and Reporting (IP&R) documents (Community Strategic Plan, Delivery Program, Operational Plan and the Resourcing Strategy) and Council's Annual reporting requirements.
- Coordinate Council's responsibilities under the Government Information Public Access Act (GIPA), Privacy and Personal Information Protection Act 1998 (PPIP Act), including applications, provision of information, advice, reporting, training and awareness, policy and guidelines.
- Coordinate duties associated with the conduct of Local Government Elections or Referendums on behalf of Council, including liaising with State Electoral Commission and Returning Officer. Assist with Council meetings and Councillor training as required.
- Coordinate the review, promotion and implementation of the Code of Conduct, including staff inductions, periodic staff awareness sessions, and provision of advice to staff at all levels.
- Provide oversight to the corporate governance of Council's s.355 Committees and Advisory Committees, and establish and maintain related procedures, handbooks and constitutions.
- Lead and manage the Insurance Officer Inline with legislation, policies and procedures.

Key challenges

- Competing work priorities for timely management of Council's GIPA responsibilities
- Ensuring governance function compliance with legislative requirements by appropriate planning and long range visioning to deliver reporting outcomes
- Working collaboratively with colleagues to build strong cross organisational relationships for governance functions

Key internal relationships

Who	Why
Manager OD	Provide guidance and direction in the governance strategies and focus areas and seek advice on emerging issues
Insurance Officer	Provide day to day direction and guidance on insurance matters, including communicating strategic priorities and direction from Manager OD.
Organisational Development Section	Work collaboratively, share information and discuss contemporary best practice, innovation, and processes
Managers and Staff	Provide advice on governance matters

Key external relationships

Who	Why
Various Government agencies, community representatives, individuals, business owners/groups, industry networks.	Provide information where appropriate

Key dimensions

Decision making

Makes decisions and acts within Council's core values, ethical standards, strategic plans, policies and priorities, legislative and regulatory frameworks, delegations, agency policy and procedural frameworks and guidelines.

Reports to	Manager Organisational Development
Direct reports	One direct report: • Insurance Officer
Indirect reports	Nil

Essential requirements

- Tertiary qualifications in Business administration, or Local Government disciplines; or equivalent relevant industry experience;
- Current Drivers Licence

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	**Adept**
	Demonstrate Accountability	Adept
Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept
Results	**Plan and Prioritise**	**Adept**
	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	Adept
Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	**Adept**

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	**Capability Name**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Adept	• Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters

Local Government Capability Framework		
Capability Group	**Capability Name**	**Behavioural Indicators**
Results Plan and Prioritise	Adept	• Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Technology and Information	Adept	• Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements
Workforce Leadership Lead and Manage Change	Adept	• Promotes change initiatives, explaining the purpose and benefits and the implications for the team • Contributes to efforts to involve staff and stakeholders at various stages of the project • Provides clear guidance, coaching and support through change processes • Contributes to efforts to align organisational structures, systems, processes and culture to changes