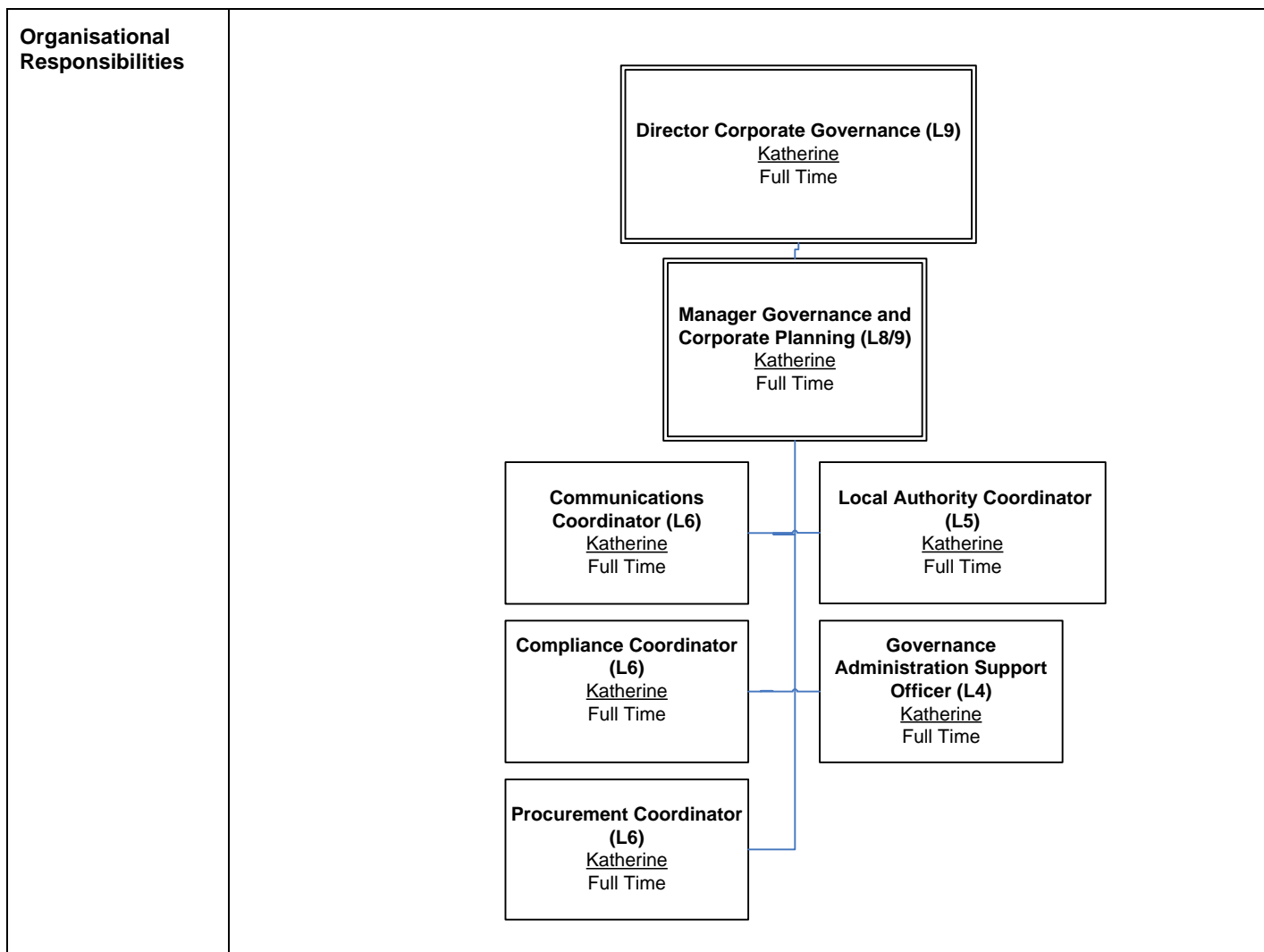


POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Manager Governance & Corporate Planning	Designation & Classification Level	RGRC Level 8/9
Position No		Directorate	Corporate Governance
Division	Governance and Corporate Planning	Date Created	July 2010
Location	Katherine	Date Approved	July 2010
Reports To	Director Corporate Governance	Version Date	March 2018
2. POSITION CONTEXT			
Council Overview	<p>The Roper Gulf Regional Council provides a range of services over an area that spans 185,000 sq km (80% the size of Victoria) that covers the region east and southeast of Katherine, Northern Territory. The total estimated resident population of the Regional is 6,919.</p> <p>Roper Gulf Region incorporates eleven main communities and delivers services such as: Council Administration; Waste Management; Municipal Services; Sport & Recreation; Aged Care; Child Care; Youth Services and Juvenile Diversion; Libraries; RJCP Programs; Power, Water and Sewerage Maintenance; Repairs and Maintenance and Tenancy Management; Night Patrol, Civil Works, and many more.</p> <p>The Regional Council's mission statement is: "Working as one towards a better future through effective use of all resources". This serves to give strategic direction to the Region's service delivery and its partnerships with the NT and Australian Governments and other stakeholders.</p> <p>The overall vision of Roper Gulf Regional Council is to be a sustainable, viable and vibrant leader in improving the quality of family and community life in the Northern Territory.</p>		
Principal Objectives	<p>The Manager Governance & Corporate Planning's role is to assist Council meets its corporate governance responsibilities by managing the Unit responsible to:</p> <ul style="list-style-type: none"> Develop and implement corporate plans and policies. Identify and support the management of emerging strategic issues. Coordinate compliance throughout the organisation. Coordinate Council communications & community engagement & its committees. Provide administrative, logistical and training support to Council. 		
Major Role and Challenges	<p>The Manager Governance & Corporate Planning is responsible to:</p> <ul style="list-style-type: none"> Manage the Council's planning and reporting framework including the development of corporate plans and monitoring achievement against these plans. Coordinate the organisation's compliance with its internal and external obligations including developing responses to address poor- or non-compliance. Manage the development, maintenance and ongoing review of the Council's policies. Assist with the strategic alignment of grants & sponsorship Identify emerging strategic issues and provide high level strategic advice to the CEO and Council to enable the development of appropriate responses. Provide a high quality governance service to the Council. Coordinate the provision of administrative, logistical and training support to Council, Council 		

	<p>committees and training support to Local Authorities.</p> <ul style="list-style-type: none"> • Provide high level advice, information and recommendations related to planning and policy and other complex issues to the CEO, Council and senior staff.
Key Interactions/ Relationships	<p>External</p> <ul style="list-style-type: none"> • Relevant Government agencies and Non-government organisations • Local Government Association of the Northern Territory (LGANT) • Other Councils and Councils <p>Internal</p> <ul style="list-style-type: none"> • Chief Executive Officer • Council and Finance & Audit Committee • Executive Management Team • Directors, Managers and Council Service Managers
Special Conditions	<ul style="list-style-type: none"> • An incumbent may be required to drive considerable distances in the course of their duties and must possess a current Class C Drivers Licence with a manual driving capacity. • Some out of hours work, and occasional travel to remote communities necessitating overnight absences may be required. • Appointment will be to a specific and depending on organisational needs. The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis. <p><u>Essential</u></p> <ul style="list-style-type: none"> • Prior to employment with Roper Gulf Regional Council you must obtain the following; <ul style="list-style-type: none"> - Undertake a new criminal history check at commencement of employment with RGRC - At commencement of employment hold a current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing - Be an Australian Resident or provide the current, relevant Visa to work within Australia • It is a condition of employment with Roper Gulf Regional Council that you must; <ul style="list-style-type: none"> - Update Criminal History Check annually as required through out period of employment through the HR Department - Renew your ochre card clearance every two years through the HR Department
Authority to Act / Delegations	<ul style="list-style-type: none"> • Financial Delegations – As per the RGRC Delegations Manual



3. KEY RESPONSIBILITIES

Planning	<ul style="list-style-type: none"> • Develop and review strategic and business plans and other corporate level plans, including counter-disaster plans & local implementation plans • Coordinate reporting on performance against plans to Council • Provide high level strategic planning advice to CEO, Council and Executive Management Team. • Facilitate community consultation relevant to the planning process.
Policy development	<ul style="list-style-type: none"> • Implement the Policy Framework. • Work in partnership with the Executive Management Team to develop and review corporate policies and procedures. • Identify risks and emerging issues of strategic interest and provide information to facilitate effective responses to these issues. • Provide high level policy advice to CEO, Council and Executive Management Team. • Provide support to staff to develop relevant Organisational Directives for their own areas. • Provide support to staff to develop SOPs to support Organisational Directives. • Raise awareness of plans and policy amongst staff & residents

Committee memberships	<ul style="list-style-type: none"> Participate in the following committees and forums: <ul style="list-style-type: none"> Katherine Regional Counter Disaster Planning Committee Strategic Leadership Team Managers Meeting Others as negotiated with Director Corporate Governance
Financial management	<ul style="list-style-type: none"> Authorise expenditure against approved budget. Monitor expenditure and take corrective action to manage budget.
Compliance	<ul style="list-style-type: none"> Develop and maintain a Compliance Register. Manage a continual program of compliance assessment including but not limited to legislative requirements, corporate plans, grants and corporate governance generally. Inform Executive Management Team of poor or non compliance and facilitate the development of resolutions. Develop Annual Reports for the organisation. Facilitate training to support the compliance of relevant internal and external obligations. Research and develop By-Laws as directed by Council or Chief Executive. Coordinate Electoral Representation Review once in every Council term.
Civic engagement	<ul style="list-style-type: none"> Encourage civic engagement and in particular electoral participation. Provide support to SSMs and communities during electoral processes, including imparting information about voting responsibilities and polling logistics. Encourage constituents to enrol with NT Electoral Commission and to vote in Local, NT and Commonwealth elections.
Other	<ul style="list-style-type: none"> Observe all requirements of Work Health and Safety, EEO and other relevant policy, legislative and regulatory responsibilities. Records Management.

4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> Graduate qualifications in the areas of Governance, Community Development, Management, Business, Law or other relevant discipline. Demonstrated ability to work as part of a team, creating smooth workflow, including assisting with others workload if necessary to achieve predetermined goals, targets, outcomes and objectives. Demonstrated ability to manage staff, provide leadership, delegate and follow up on tasks to achieve outcomes to strict deadlines. High level knowledge of good corporate and governance practices, preferably relevant to Local Government or similar environment.
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	<ul style="list-style-type: none"> • Demonstrated strategic and business planning skills. • Strong writing skills, including formal, corporate documentation, plain English documents for the general public, high attention to detail and proof-reading. • Strong verbal communication skills with the ability to effectively communicate with a range of stakeholders in a culturally sensitive environment. • Well developed project management skills. • Strong networking skills. • Experience in providing strategic advice to senior managers. • Understanding of Indigenous culture and historical and contemporary issues impacting on Indigenous people in the Northern Territory. • Ability to operate effectively in a cross-cultural environment. • Minimum C Class NT Drivers Licence and manual driving experience. 		
	<p><u>Other</u></p> <ul style="list-style-type: none"> • Prior to employment with Roper Gulf Regional Council you must obtain the following; <ul style="list-style-type: none"> - Undertake a new criminal history check at commencement of employment with RGRC - At commencement of employment hold a current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing - Be an Australian Resident or provide the current, relevant Visa to work within Australia 		
Desirable	<ul style="list-style-type: none"> • Experience within the Local Government sector or in a similar setting • Proven ability to conduct successful community consultation. 		
5. ACKNOWLEDGEMENT			
Delegate / Director / Manager		Date:	Signature:
Employee Name		Date:	Signature:
Revisions Due Date:	MARCH 2020		