

Role Description

Governance Officer



Title	Governance Officer
Classification/Grade/Band	Band 2 Level 2
Group/Unit/Section	Corporate Services / Governance, Risk and Legal / Governance
Reports to	Section Manager Governance

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Governance Officer is responsible for the provision of guidance, advice and support to staff and Councillors in relation to Governance matters including but not limited to the management of Central Coast Council (CCC) policies, staff delegations, Code of Conduct and Legislative compliance registers.

The position of Governance Officer is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Develop strategies to establish and/or improve systems to ensure organisational and legislative governance requirements are met, including new and existing projects of a complex nature;



- Use judgement to balance the need for organisational compliance with legislative requirements and implementation of efficient systems that avoid bureaucracy often in an environment that is complex and ill-defined;
- Support Code of Conduct education and communication programs, recommending innovative ways to ensure staff, Councillors and other relevant stakeholders are aware of Governance requirements;
- Support Governance projects and activities to ensure they are coordinated and implemented within agreed timeframes;
- Support the Governance section to deliver effective Councillor Professional Development and Induction Training activities;
- Provide advice and guidance to staff in the development and review of Governance documents, forms, templates and resources including but not limited to policies, guidelines, procedures, delegations, pecuniary interest, gifts and benefits declarations;
- Ensure reporting for all Governance matters (including policies, delegations, and legislative compliance registers) are well researched, accurate and timely, and provides a platforms for legislative deadlines to be met by the organisation;
- Manage day to day work priorities autonomously and maintain Governance activities and information systems to meet organisational and legislative requirements;
- Assist the Governance Section with the proactive release of information in accordance relevant legislation including but not limited to the GIPA Act, PPIP Act and Copyright Act;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;



- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Governance Officer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Governance Officer is accountable for own work performance. Liability generally lies with the Supervisor or Council as the employer;
- Has little or no responsibility for budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listens to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service, identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.



Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Certificate IV qualification in Business Administration, Public Administration or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;

Desirable

- Current Class C Driver's Licence;
- Degree qualification in Business, Economics, Management, Law or relevant field;



EXPERIENCE

- Demonstrated experience and proficiency in the use of computer databases and related commercial software packages including the Microsoft Office suite of applications;
- Sound knowledge of administrative legislation;
- Experience in the application and interpretation of relevant legal and regulatory frameworks governing large and complex organisations (local government or other highly regulated industry sector);
- Experience in working effectively in a political environment;
- Experience in a similar role working in a large organisation;
- Experience in policy analysis and research;
- Sound knowledge and ability of policy and report writing;
- Experience in and ability to provide strategic and practical advice and support to management.

Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
Team Members and colleagues	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

