

<b>POSITION TITLE:</b>	Governance Specialist
<b>POSITION NUMBER:</b>	10798
<b>AWARD:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	7 - 8 Provisions of appointment pay level and progression to be in accordance with the applicable award
<b>REPORTS TO:</b>	Manager Governance
<b>DEPARTMENT:</b>	Commercial & Corporate Services

## ABOUT US

### Our vision

A progressive region creating opportunities for all.

### Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

### Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

## OBJECTIVE OF THIS ROLE

The Governance Specialist role will take the lead on complex matters across the Governance team and provide specialist and strategic expertise to council, and other team members across the following areas:

- Enterprise risk management
- Audit & assurance
- Business continuity planning & testing
- Policy and procedure development
- Corporate planning & reporting
- Integrity management
- Aspects of administrative law

This position will bring both significant governance technical expertise relevant to a local government environment as well as exemplary people management and team leadership skills.

## KEY RESPONSIBILITIES IN THIS ROLE

### 1. Enterprise Risk Management

- a. Develop and maintain council's enterprise risk registers (e.g., strategic and operational risk registers).
- b. Construct and monitor a reliable and efficient control systems for management of risk.
- c. Educate accountable business unit representatives about enterprise risk: applicable controls; control objectives; and the execution, monitoring and documentation of controls applicable to their business units.
- d. Actively review and follow up risk management incident notifications with relevant officers and ensure that all matters are closed out in a timely manner.
- e. Work with stakeholders to ensure the integrity of all enterprise risk management work and ensure that it is efficiently undertaken and delivered in accordance with treatment plans such that risks are reduced or eliminated to agreed levels, and report impact of variances to Executive Leadership Team and Audit Committee.
- f. Ensure organisational awareness of council's Fraud and Risk Management Policies and contribute to their review and update.
- g. Facilitate support to council through the provision of advice, assistance and education/training in specific and general enterprise risk management principles and processes to management, staff and contractors to ensure their ability to meet their enterprise risk management obligations.
- h. Work with Learning and Development to plan and deliver regular education and training programs to help employees understand their roles in managing enterprise risk.

### 2. Audit & Assurance

- a. Undertake enterprise risk (i.e. strategic and operational) identification and assurance mapping across council.
- b. Create council's "audit universe" and assist Management and Executive Leaders to identify areas for strategic internal audit.
- c. Identify, engage and liaise with appropriate audit professionals to ensure that council's internal audit program is comprehensively prepared and accurately delivered.
- d. Assist with / deliver minor internal audits as required.
- e. Assist business units to track outstanding internal audit action items and to prepare and carry out appropriate treatment plans.
- f. Lead the preparation of audit committee papers relating to risk and assist with presentations as required.

### 3. Business Continuity

- a. Work collaboratively with business units to develop, implement and maintain business continuity plans and sub-plans for the organisation.

- b. Assist with the development, maintenance and execution of an annual test plan for council's business continuity plans and subplans and ensure that appropriate improvement actions are implemented.

#### **4. Policy & Procedure**

- a. Identify policy, guideline and procedure gaps across council via benchmarking exercises and consultation with internal stakeholders.
- b. Work collaboratively with subject matter expert business units across council to develop, review and improve council's suite of policies, guidelines and procedures to ensure that they are practical and effective in guiding officers in the performance of their duties.
- c. Present policy workshops alongside subject matter expert business units to executive leaders and elected members to elicit feedback and discussion.
- d. Review and maintain council's Policy Framework to ensure that it is up-to-date and responsive to council's needs and capacity.
- e. Review and maintain council's policies, guidelines and procedures in accordance with council's Policy Framework.

#### **5. Corporate Planning and Reporting**

- a. Facilitate ongoing management of council's corporate and operational plans.
- b. Drive the implementation and ongoing development of council's corporate and operational planning and reporting processes.
- c. Conduct staff and community workshops to ensure that stakeholders are appropriately consulted in the preparation and review of corporate and operational planning documentation within pre-specified timeframes.
- d. Assist with the provision of education sessions to staff on corporate and strategic planning initiatives.
- e. Ensure that council meets its statutory reporting obligations in accordance with legislative and council reporting cycles.
- f. Assist with the preparation of performance reports against the operational plan and provide other corporate reports as required.
- g. Assist with the implementation of a corporate performance management system, including the regular monitoring and reporting of corporate key performance indicators against actual performance for the whole of council.

#### **6. Integrity Management**

Advise the organisation in relation to:

- a. Public Interest Disclosures, including handling Councils Complaints Management System, including investigations and case management.
- b. Fraud and corruption matters.
- c. Elected member issues (including OIA referrals).
- d. Statutory complaints and applications (e.g., administrative action complaints, Right to Information / Information Privacy applications).
- e. Deal with highly sensitive issues with discretion.

#### **7. Administrative Law & Governance Advisory**

- a. Provide accurate and timely advice and assistance to the organisation in relation to authorised powers and delegations (including handling all aspects of authorisations and delegations in place for the relevant officers).

- b. Provide accurate and timely advice on governance matters generally across the organisation (e.g., in relation to council meeting requirements and Meeting Standing Orders compliance etc.).

#### **8. Special Projects**

- a. Lead and advise the organisation in relation to special governance projects including preparation for local government elections, and onboarding elected members.
- b. Contribute to the development of a business unit plan as required.
- c. Ensure that work is undertaken within / according to established business unit plans.
- d. Undertake tasks at the direction of the Manager.

#### **9. People Management**

- a. Enhance the capabilities of the team to enable them to adopt a professional approach in providing guidance and support to managers and employees across Council which results in strengthening the capacity of the unit to best guide and influence positive outcomes.
- b. Provide overall support and coordination to the team, identify employee development needs and facilitate appropriate training.
- c. Ensure that all team members engage in regular toolbox meetings to continuously improve the performance of the unit through identifying challenges and opportunities, and having a shared team approach to problem solving.
- d. Create an environment where innovation and achievement are emphasised and rewarded.

Embed a culture of continuous improvement, ensuring that service maintains pace with contemporary practice and is designed with customer (internal or external) needs in mind. Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

### **ABILITIES, SKILLS AND KNOWLEDGE REQUIRED**

#### **Mandatory:**

- Demonstrated experience in facilitating change, and/or improvements to deliver successful and significant business outcomes.
- Demonstrated analytical, conceptual and problem-solving skills with a high degree of initiative and flexibility.
- Excellent written and oral communications skills, including the ability to communicate with a range of stakeholders.
- Demonstrated ability to manage time, set priorities and manage workplans to ensure all deadlines are met.
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#### **Desirable:**

- Experience in developing and reporting on key performance indicators.
- Sound knowledge and experience in stakeholder engagement processes.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### Mandatory:

- Tertiary qualifications in law, business, governance, corporate planning and/or extensive demonstrated practical experience in a relevant field.
- Minimum of Queensland C class provisional drivers' licence.

### Desirable:

- Extensive experience in governance in a local government setting.

## KEY SELECTION CRITERIA

1. High degree of working knowledge in Enterprise Risk Management principles and practices
2. High degree of working knowledge in internal audit and assurance as it relates to operational and strategic risks relevant to local government
3. Demonstrated experience in developing corporate policies and procedures with multiple stakeholders involved
4. Demonstrated experience in integrity management matters
5. High level analytical and problem-solving skills.
6. High level of written and verbal communication skills.
7. High level of adaptability experience from within a medium to large organisation
8. High level of team development, mentoring and training skills
9. Well-developed ability to work autonomously and meet and manage competing priorities and deadlines.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position requires the employee to predominately work indoors carrying out physical tasks which may include constant forward reaching, constant hand function, frequent standing, frequent walking, frequent seated postures, occasional stair climbing, occasional squatting/kneeling, occasional static neck postures, lifting up to 10kg and carrying up to 10kg.

Additionally, this position will be required to perform work where environmental factors may include air-conditioned offices.

## CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

## ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a position on a temporary basis, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment.
- Criminal history check.
- Reference checks.

## CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	3
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	3
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	3
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	3
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	3
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	3
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	3
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	3

**A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.**

### **GENERAL OBLIGATIONS**

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

**Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.**

**Name**

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**Signature**

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**Date**

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