

Position Description

Governance Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: April 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 3
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Position limit within salary system: (20 Grade structure)	Grade 11 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	70
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Organisational relationships

Directorate:	Corporate and Governance
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Unit:	Governance and Organisation Performance
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Team:	Governance
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Work base:	Grafton, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future
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Position responsible to:	Director Corporate and Governance
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Level of support and supervision:	Medium
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	1
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Internal contacts:	All staff within Council.
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External contacts:	Various Government agencies, community representatives, individuals, business owners/groups, industry networks
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Prolonged sitting

Purpose of the position

Manage Council's governance framework and appropriate systems of corporate governance effectively to ensure Council's statutory compliance activities are met.

Major duties and responsibilities

Provide support to the development and periodic review of the IPR documents (Community Strategic Plan, Delivery Program, Operational Plan and the Resourcing Strategy).

Develop, implement and deliver systems, services, policies, procedures and registers that reflect best practice and embrace all aspects of Council's governance and compliance requirements.

Provide advice on the corporate governance of Council's s.355 Committees and Advisory Committees, and establish and maintain related procedures, handbooks and constitutions.

Coordinate Council's responsibilities under the GIPA Act including applications, provision of information, advice, reporting, training and awareness, policy and guidelines.

Coordinate Council's responsibilities under the PPIP Act including development and promotion of the Privacy Management Plan and provision of advice.

Manage Council's Policy Framework, including review of policies and protocols to ensure currency, relevance and compliance with legislation and Council's Operational Plan.

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.

Promote availability of Public Interest Disclosures processes for all staff.

Provide advice on aspects of 'Governance' activities for inclusion in staff induction.

Provide administrative support to Council's Audit Committee, including monitoring of internal audit activities.

Provide supervision to Council's Insurance Officer.

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.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications in Business administration, or Local Government disciplines; or equivalent relevant industry experience

Sound knowledge and understanding of the legislative framework within which local government operates

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Proven analytical, problem solving and decision making skills

Proven organisational skills with the ability to work under pressure and meet set deadlines

Demonstrated ability to build relationships and work effectively in cross disciplinary teams

Highly developed oral, written and interpersonal communication skills and demonstrated ability to deliver quality customer services

Position related skills

Demonstrated understanding of local government legislative governance compliance activities

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Experience

Experience facilitating tenders for local government governance activities

Experience with Local Government elections

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee