

POSITION DESCRIPTION

COORDINATOR CORPORATE GOVERNANCE

POSITION NUMBER	GOV005
DIRECTORATE	Business and Corporate Services
SECTION	Governance and Risk Management
REPORTS TO	Manager Governance and Risk Management
DIRECT REPORTS	Senior Policy Specialist Senior Procurement and Contracts Governance - Partner Governance and Risk Specialist Claims and Insurance Risk Advisor
GRADE	18
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	July 2019
DATE LAST UPDATED	July 2019

1. PURPOSE OF THE POSITION

The purpose of this position is to oversee and manage Council's Corporate Governance, Compliance, Risk and Procurement functions including all frameworks to ensure organisational transparency, accountability and compliance with statutory obligations.

This position will ensure that Council is compliant with the Code of Conduct, Enterprise Risk Management Policy, Public Interest Disclosure Reporting Policy, Fraud and Corruption Control Policy, Statement of Business Ethics and Procurement Policy framework including information and privacy legislation.

This position will oversee management and reporting on the legislative, enterprise risk and procurement compliance frameworks to the Executive, Audit, Risk and Improvement Committee and external oversight bodies. Provide Council staff with guidance for all statutory requirements, policies and procedures.

The position is responsible to manage Council's civil risk and liability exposure through effective insurance arrangements and development of policy and procedures to protect Council. The position is also responsible for formulating and implementing organisational strategy and policy to embed corporate governance to drive across the Council, which enables execution to drive superior performance and mitigate potential compliance and reputational risks for the organisation.

The position will be successful with an inspiring leader, negotiator and communicator, who can rapidly build credibility and confidence at all levels, this achieved while managing effectively the day to day operations. The position will be responsible for building and developing a high performance team, aligned to the

Councils Core Values – United, Professional, Honesty, and Accountable; all through leadership, support and feedback, thereby providing staff with a role model in terms of working across the Unit to deliver great outcomes for the benefit of the Council and the Community.

2. KEY ACCOUNTABILITIES

- 2.1 Develop the organisation's legislative compliance and reporting framework, providing leadership, guidance and focused advice to support implementation and risk mitigation for specific matters.
- 2.2 Provide sound governance and compliance advice to ensure Executive decision making is compliant with legislation and policy.
- 2.3 Place the Customer at the centre of all decisions and actions noting the public value impact.
- 2.4 Manage and lead staff in the development and implementation of ethical standards and risk management policies, procedures, plans and strategies that support Council's corporate strategies and KPIs.
- 2.5 Manage the preparation of all governance and enterprise risk related documentation, such as Annual Reports, Council reports, Audit Risk and Improvement Committee and Executive/Directorate reports, and implement resolutions and compile statutory returns and information.
- 2.6 Develop and maintain accurate and up to date Registers including the Council's Policy Register, Delegations and Authorisations Register, GIPA Disclosures Log, GIPA Contracts Register, Conflicts of Interest, Gifts and Benefits, and Public Interest Disclosures, Conduct and Fraud related matters.
- 2.7 Maintain the accuracy and completeness of Council's intranet and internet pages for Governance, Policies, Risk, and Procurement - Tenders and Contracts suite of documentation.
- 2.8 Provide strategic leadership and advice on Council's ethical standards and Code of Conduct policy framework including coordinating Enterprise Risk Management Reviews and Fraud Risk Assessments and reporting to oversight bodies.
- 2.9 Oversee Council's Complaints management framework, including undertaking complex complaints management.
- 2.10 Oversee Council's framework for administering the Government Information (Public Access) Act 2009 and the Privacy and Personal Information Protection Act 1998, including conducting internal reviews and providing training and support to staff.
- 2.11 Oversee Council's framework for administering Enterprise Risk Management, Business Continuity Management and Procurement and provide training and support to staff.
- 2.12 Monitor risks and treatment plans, review controls and provide risk assessments, carry out investigations on non-compliances with senior management and advise on corrective action.
- 2.13 Lead and provide strategic advice to the Procurement Improvement Project on policies and procedural guidance, education and awareness campaigns, forward procurement planning and strategic sourcing with business areas and prepare supplier spend analytics and exception reports to Executive and/or Audit Risk and Improvement Committee and/or Council.
- 2.14 Maintain an accurate and up to date Register of Council's Contracts and provide proactive advice in the development and renewal of Council specific panel contacts and supplier performance management systems.
- 2.15 Maintain strong business relationships with statutory and oversight authorities, insurance bodies, and active participation in professional networks such as LGNSW, Corruption Prevention Network, Local Government Procurement, Procurement Australia and SSROC.
- 2.16 Take all reasonable action to limit Council's exposure to public liability and professional indemnity



and other insurance claims under your control and manage Council's insurance policies and claims to ensure adequate cover.

- 2.17 Undertake other tasks and responsibilities as required by the Manager Governance and Risk Management and Director Business and Corporate Services.

3. KEY MANAGERIAL ACCOUNTABILITIES

Leadership

- 3.1 'Lead by example'.
- 3.2 Input to and implement Council/Line Manager decisions at a strategic and operational level.
- 3.3 Create, embrace and lead change. Manage resistance to change.
- 3.4 Treat others with respect and compassion.

People Management

- 3.5 Lead, inspire, motivate, coach and mentor for optimal individual and team performance to achieve the overall strategic direction.
- 3.6 Objectively evaluate staff, provide feedback and communicate expectations.
- 3.7 Plan for the future, set team goals, identify priorities and follow through.
- 3.8 Deal with non-performance and inappropriate behaviour in a timely manner.

Communication

- 3.9 Communicate to all in a clear and concise manner both written and verbal.
- 3.10 Promote cross organisational communication and collaboration.
- 3.11 Foster good working relationships with external and internal stakeholders.
- 3.12 Communicate with staff on a regular basis and gain their input where appropriate.

WHS / Risk Management

- 3.13 Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- 3.14 Provide a safe and healthy work environment, in accordance with the NSW legislation, regulations and related Codes of Practice and Australian Standards.
- 3.15 In consultation with employees, develop and continually monitor the work area's Risk Control Plan and all associated Safe Work Method Statements and risk assessments.
- 3.16 Monitor and evaluate the performance of Team Leaders / Supervisors against their risk management responsibilities.
- 3.17 Promote Risk Management as a vital business principle and actively employ those principles in decision making processes.

Governance

- 3.18 Manage operations and resources for cost effective achievement of team goals.
- 3.19 Prepare, manage and take accountability for financial budgets within the program.
- 3.20 Identify and implement customer service initiatives.
- 3.21 Effectively manage systems to optimise the use of resources.
- 3.22 Ensure knowledge of industry trends and innovations for best practice delivery of service.
- 3.23 Have awareness and understanding of the socio-cultural, historical, political and economic context within which the Council operates.
- 3.24 Understand and comply with Local Government Act 1993 and other relevant legislation.
- 3.25 Support the strategic and corporate priorities of the General Manager and Executive.
- 3.26 Maintain all relevant policies, procedures, practices and staff communications with relevant Federal and State Legislation and implement as necessary to ensure Council's compliance.



3.27 Other duties as required.

4. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

5. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

6. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

7. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Policies, Management Guidelines, Plans and Procedures

8. CUSTOMERS

- 8.1 Provide effective service to Council customers and the community
- 8.2 Provide effective service to internal customers
- 8.3 Present a positive image of council

9. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions and Authorisations.

10. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with clause 4.8 in Council's Code of Conduct. As a result, in accordance with clauses 4.21-4.23 of the Code, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.



11. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 11.1 Tertiary qualifications in business and/or legal, and Local Government related industry experience in governance, policy and public administration functions

Essential

- 11.2 Demonstrated experience in interpreting and applying the Local Government Act 1993, Government Information (Public Access) Act 2009, Privacy and Personal Information Protection Act 1998, Public Interest Disclosures Act and ICAC Act other relevant legislation.
- 11.3 Demonstrated commitment to a high standard of ethics and integrity.
- 11.4 Demonstrated experience in managing and transforming governance operations resulting in positive change in the workplace and service delivery.
- 11.5 Demonstrated experience in facilitation and presentation skills; including the development of informative and relatable education programs and delivery of presentation/resource materials to internal staff.
- 11.6 Superior organisational and prioritisation skills with the ability to manage multiple projects, provide practical solutions and advice to management.
- 11.7 Demonstrated proactive analytical, conceptual and problem solving skills with a high degree of initiative and flexibility to respond effectively to business needs
- 11.8 Demonstrated ability and experience in dealing with sensitive information. and enforcing a high level of confidentiality across the team.
- 11.9 Excellent written and oral communications skills, including the ability to deal with a wide variety of employees, influence and secure approvals with a range of stakeholders at senior levels, including customers and oversight bodies.
- 11.10 Demonstrated ability to lead, coach and mentor a high-performance team focused on strong customer service and values.

Desirable

- 11.11 Previous Local Government experience at senior level is desirable
- 11.12 Experience in Local Government or statutory authority context
- 11.13 Experience in project management methodologies, TechOne, TRIM, Excel

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

