**Position Description**

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| **POSITION DETAILS** |
| **TITLE** | GOVERNANCE OFFICER |
| **DIRECTORATE** | CORPORATE SERVICES |
| **LOCATION** | ADMINISTRATION BUILDING, 63 ELGIN STREET GUNNEDAH NSW 2380 |
| **AWARD BAND AND LEVEL** | BAND 2 LEVEL 3 / BAND 3 LEVEL 2 |
| **GRADE** | GRADE 13 |

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| **RELATIONSHIP AND STAKEHOLDERS** |
| **REPORTS TO** | Manager Governance and Legal |
| **DIRECT REPORTS** | Nil |
| **NUMBER OF EMPLOYEES** | Nil |
| **KEY INTERNAL RELATIONSHIPS** | * General Manager
* Directors
* Managers
* Staff
* Elected Members
* Internal Auditor and Audit Committee
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| **KEY EXTERNAL STAKEHOLDERS** | * Gunnedah Community
* Community Groups
* Industry and Regional Forums
* Business partners including suppliers and contractors
* State and Federal Government Departments
* External Auditors
* Council Insurer
* Solicitors
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| **THE WAY THIS POSITION SUPPORTS COUNCIL:** |
| Gunnedah Shire’s community is a vibrant regional hub supporting a diverse range of industries and economic development. Gunnedah Shire Council partners with our community to promote, encourage and support sustainable regional development opportunities designed to enhance our Shire’s identity and quality lifestyle. By partnering with our community in this diverse way we show our commitment to providing them with excellent customer service and demonstrating how we integrate our core values of:* Equity
* Leadership
* Efficient & Effective use of resources
* Integrity
* Openness and accountability and
* Our commitment to providing safe and accessible spaces for our community

The role of Governance Officer is an integral part of our team and supports the commitment we make to our community in providing efficient, responsive, open and accessible service to them in the following ways:* Delegations of Authority
* Governance
* Integrated Planning and Reporting
* Insurance
* Internal Audit
* Legislative Compliance
* Procurement & Contract Management
* Project Management
* Risk Management

**KEY RESPONSIBILITIES:*** Support the provision of education, advice and support with respect to legislation, regulation, policies and procedures associated with governance.
* Assist in the management of policy, directives, procedures, plans, codes, legal documents and registers as required.
* Provide expert advice in relation to the Local Government Act and current governance issues.
* Ensure Council’s operations comply with current legislation and to advise and assist Council business units to adapt to changes in the legislative environment.
* Provide support across the organisation on legal matters, including liaising with legal providers where required.
* Manage and maintain Council’s delegations database and authorisations register.
* Manage Council’s Corporate Risk Register.
* Develop, promote and administer Council’s Risk Management Framework, Strategy and Programs.
* Assist with coordination, review and implementation of Council’s Business Continuity Plan.
* Assist Council’s internal auditor to coordinate internal audit activities and facilitate reporting to the Audit Committee.
* Provide administrative support to the Audit Committee.
* Manage the annual review of Council’s insurance policies and liaise with brokers as to the most effective insurance cover.
* Manage the ongoing administration requirements for Council’s insurance covers.
* Manage all insurance claims on the Council’s behalf and coordinate the insurance investigation of over excess claims.
* Assist with the Integrated, Planning and Reporting framework as required.
* Assist in the delivery of Governance Department outcomes relating to Council’s Community Strategic Plan, Delivery Program and Operating Plan.
* Backfill positions within the Governance department during periods of leave and/or absence or when required.

*This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Gunnedah Shire Councils core values, Code of Conduct and Equal Employment Opportunity Principles.* |

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| **KEY RESULT AREAS** | **TIME** | **KEY ACTIVITIES** |
| Finance |  | * Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used.
* Regularly review and track budget expenditure.
* Develop cost, quantity and time estimates for activities.
* Assist in preparation of the annual budget.
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| Strategy |  | * Contribute to continuous improvement involving internal systems of work.
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| Customer/stakeholder employees are expected to convey a professional image of Council at all times |  | * Attend to staff requests and enquiries.
* Provide specialist information and advice to customers.
* Ensure accurate records are maintained in Council’s corporate systems as appropriate.
* Participate in customer and stakeholder forums and meetings.
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| Operations |  | * Ensure compliance within the scope of legislative requirements and Council polices.
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| WHS, Environment and Quality – all duties to be carried out in accordance with Council’s IMS and appropriate legislative requirements | WHS, Environment and Quality are inherent across all roles at Council and therefore has no specific weighting | * Participate in site inductions, risk assessments and inspections as appropriate.
* Carry out all activities in accordance with the Council IMS requirements.
* Ensure all employees, contractors and others on site comply with all relevant Council safe systems of work.
* Conduct site induction including checking appropriate safety certification, explain site rules and incident reporting procedures for staff, contractors and others.
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| **COMPETENCIES AND ACCOUNTABILITIES** |
| * **Authority and accountability**: Provides a professional advisory role to people within or outside the employer. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position may manage several major projects or sections within a department of the employer.
* **Judgement and problem solving**: Positions have a high level of independence in solving problems and using judgement. Problems can be multi-faceted requiring detailed analysis of available options to solve operational, technical or service problems.
* **Specialist knowledge and skills**: The skills and knowledge to resolve problems where a number of complex alternatives need to be addressed.
* **Management skills**: May manage a number of projects involving people and other resources requiring project control and monitoring as well as motivation and co-ordination skills.
* **Interpersonal skills**: Persuasive skills are used in seeking agreement and discussing issues to resolve problems with people at all levels. Communication skills are required to enable provision of key advice both within and outside the employer and to liaise with external bodies.
* **Qualifications and experience**: Tertiary qualifications combined with a high level of practical experience and an in-depth knowledge of work.
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| **CAPABILITY FRAMEWORK** |
| **ADEPT** |  |
| **MANAGE SELF** | * Initiates action on team/unit projects, issues and opportunities.
* Accepts and tackles demanding goals with drive and commitment.
* Seeks opportunities to apply and develop strengths and skills.
* Examines and reflects on own performance.
* Seeks and responds well to feedback and guidance.
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| **DISPLAYS RESILIENCE AND ADPATABILITY** | * Is flexible, showing initiative and responding quickly to change.
* Accepts changed priorities and decisions and works to make the most of them.
* Gives frank and honest feedback/advice.
* Listens when challenged and seeks to understand criticisms before responding.
* Raises and works through challenging issues and seeks alternatives.
* Stays calm and acts constructively under pressure and in difficult situations.
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| **ACT WITH INTEGRITY** | * Acts honestly, ethically and with discretion and encourages others to do so.
* Sets a tone of integrity and professionalism with customers and the team.
* Supports others to uphold professional standards and to report inappropriate behaviour.
* Respectively challenges behaviour that is inconsistent with organisational values, standards or the code of conduct.
* Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest.
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| **DEMONSTRATE ACCOUNTABILITY** | * Is prepared to make decisions within own level of authority.
* Takes an active role in managing issues in the team.
* Coaches team members to take responsibility and follow through.
* Is committed to safe work practices and manages work health and safety risks.
* Identifies and manages other risks in the workplace.
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| **SELECTION CRITERIA TO BE ADDRESSED** |
| **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE** |  |
| **Essential*** Tertiary qualifications in a relevant field or equivalent demonstrated experience.
* At least 5 year’s demonstrated experience in a role with a focus on legislative compliance, policy development and governance.
* Relevant risk management and/or insurance experience.
* Knowledge of legislation applicable to local government and the ability to apply this knowledge in an operational context.
* Advanced computer skills.
* Excellent verbal and written communication skills.
* Demonstrated ability to work in a team.
* Ability to prioritise workload and manage multiple tasks whilst meeting strict timeframes.
* Demonstrated to commitment and understanding of EEO and WHS principles.
* Current NSW Drivers Licence.
 | **Desirable*** Experience in a Local Government environment.
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| **SIGNATORIES \*** |
| **POSITION INCUMBENTS NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |
| **SUPERVISOR’S NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |
| **MANAGER’S NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |

\* *Note that signing the Position Description indicates an agreement and acceptance of the content as at the date of signing.*