

Position Description

Title: Coordinator Governance and Information (Position 167)	Award Classification: Band 3, Level 2
Department: Governance and Information Services	Salary Classification: Grade 5
Tenure: Permanent Full Time	FTE: 1

Context:

The Coordinator Governance and Information operates in a context that is subject to constant regulatory, political and social change. In particular, changing legislation, community relationships, and relationships with other governmental bodies are key contributing trends to be addressed over time through the work of Council and this role.

Working within the Corporate and Commercial Directorate, the role incumbent needs to form constructive and productive relationships within and outside the Governance team, including other Managers, Directors and the General Manager, to make sure that governance opportunities and concerns are communicated with the Governance and Information Services group.

Role Purpose:

To coordinate the Governance and Information team by creating the conditions for efficient, effective and coherent governance advice and management services on an internal basis.

Key Accountabilities:

1. Coordinate delivery of the following services in accordance with Council's corporate planning framework:
 - Claims and risk management: managing Council's insurance, claims, legal proceedings, and risk needs and reporting.
 - Information management: management of corporate information, access to information requests, and corporate policy register, including associated training.
 - Elected member support: business papers and action items, Code of Conduct and Code of Meeting Practice, inductions, resource provision, professional development opportunities and administrative support.

2. Ensure Kempsey Shire Council consistently provides responsive governance and information services by:
 - Constantly monitoring services provided against identified and changing needs of the organisation and the community.
 - Applying policies and processes that support the consistent delivery of high quality and effective governance and information services that are positive and customer-focused.
 - Identifying improvements to processes based on needs of internal and external customers.
3. Support Kempsey Shire Council as a high-performance organisation by:
 - Ensuring that all staff have clearly defined responsibilities, objectives and performance criteria covering their positions.
 - Implementing and managing individual performance that flows from organisational goals and priorities.
 - Identifying technical and leadership needs and developing solutions to mediate organisational gaps.
 - Contributing to Council’s strategic and corporate planning for meeting the community’s needs now and into the future.
 - Actively participate in a regular performance review consistent with Council’s Performance Development System and relevant Staff Policies.
 - Representing Council in relevant community, regional and state groups.
4. Support leaders across Council to appropriately apply Governance policies, practices and standards by:
 - Consistently communicating the value, benefits and opportunities created by the work of the Governance team.
 - Monitoring, reviewing and recommending improvements to processes based on the needs of internal and external customers.
 - Providing specialist, authoritative and consultative advice on complex governance and information management matters, working with all groups to promote compliance with risk, compliance, and legislative frameworks.
 - Provision of regular, timely and sound advice and reporting to the Manager Governance and Information Services or their delegate.
5. Provide leadership and management to the Governance and Information Services team through:
 - Mentoring, support and development of the direct reports within the Team.
 - Monitoring and managing of the teams’ performance within the Team.
 - Leading the team to achieve Council’s Governance objectives.
 - Effective budgetary management.

6. Perform other reasonable duties as directed by the Manager Governance and Information Services or their delegate.

Core Competencies:

- Tertiary qualification in Business or Administration, and/or demonstrated experience relevant to the position
- Claims management experience
- Strong working knowledge of GIPA and Records Management requirements
- Understanding of Council Meeting processes and protocols
- Acts with discretion
- Develop a team to deliver a high level of customer service
- Hold and maintain a current NSW Drivers Licence

Supervision Received:

This role reports to the Manager Governance and Information Services.

Supervision Exercised:

The following roles report to the Coordinator Governance and Information:

- Governance Officer
- Information Officer (x4)

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date