

*Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do*

## POSITION DESCRIPTION

Position title:	Governance Coordinator
Position Number:	30
Department and Section:	Corporate and Community
Band/Level:	Local Government (State) Award: Band 3 Level 2 Grade 14 Step 1 \$1,596.70 to Step 5 \$1,836.20 (dependent on qualifications and experience.)
Reports to:	Manager Legal and Governance
Direct reports:	Nil
Indirect reports:	Nil
Basis of Employment:	Permanent, Full time, 35 hours per week
Location:	Moree
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off Every 3 Weeks

## OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



## POSITION OBJECTIVE

- To assist the Legal and Governance Manager in the discharge of their statutory responsibilities and work in partnership with others to achieve Council's annual goals, programs and projects of the Office of Corporate Services.
- To assist with coordinating, developing, and implementing the strategies, policies, standards and procedures relating to Governance across the entire organisation of Moree Plains Shire Council.
- To assist the Legal and Governance Manager undertake all Governance functions required by and in accordance with the *Local Government Act 1993* (NSW) and other relevant legislation.
- To work across the organisation contributing to and influencing good governance practices and legislative compliance.

## ABOUT YOU

You will have strong ethics, moral courage and demonstrate a public service ethos. You must be able to act impartially and with integrity. You must have sound legal and commercial judgement and the ability to handle sensitive matters discretely and in the best interest of Council and the community.

Having a proficient understanding of the *Local Government Act 1993* (NSW), *Independent Commission Against Corruption Act 1988* (NSW), *Government Information (Public Access) Act 2009* (NSW), *Public Interest Disclosures Act 2022* (NSW) and modern governance practice are important for success in this role.

You must have sound analytical skills and the ability to interpret and explain complex information. Advanced communication skills (both written and oral), ability to work effectively alone and in a team and respect for confidentiality are also key requirements.

## KEY DUTIES AND RESPONSIBILITIES

### Accountabilities:

- Assist the Manager Legal and Governance to implement and develop Council's governance framework to ensure compliance with statutory obligations.
- Provide executive level business and administrative support to the Director of Corporate and Community in respect of matters concerning his/her office.
- Maintain effective working relationships across and outside the organisation as they relate to the governance function.
- Assist the Manager Legal and Governance to provide, or coordinate the delivery of, systems, schedules, expert advice and support to allow Council to promote best practice governance.

## Duties:

- Operate as one of Council's Public Interest Disclosure (PID) Officers. This includes:
  - responsibility for receiving and, when directed by the Manager Legal and Governance, handling, public interest disclosures; and
  - reporting PIDs to the NSW Ombudsman within statutory timeframes.
- Supporting the Manager Legal and Governance in handling Code of Conduct complaints.
- Assisting or contributing to the delivery of training for Council staff, committees, volunteers and councillors in relation to governance matters.
- Supporting the Manager Legal and Governance in handling requests for information lodged under the *Government Information (Public access) Act 2009* (NSW).
- Having primary responsibility for maintaining Council's Agency Information Guide, disclosure log and register of material contracts.
- Operate as Council's Privacy Contact Officer. This includes ensuring compliance with the *Privacy Act 1988* (Cth), the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW).
- Assisting the Manager Legal and Governance to guide and develop officers' understanding of their governance responsibilities.
- Together with the Manager Legal and Governance, lead the regular review of Council's policies and procedures. This includes:
  - for policies / procedures owned by the Corporate and Community department, taking a lead role in drafting amendments and reviewing against applicable legislation; and
  - for policies / procedures owned by other departments, taking a quality control role – reviewing drafts for readability, consistency with related policies / procedures and spot checking against applicable legislation.
- Manage Local Government elections, by-elections, and polls (excepting Mayoral and Deputy Mayoral Elections).
- Maintain Council's delegations register and ensure compliance with procedures governing delegation of authority.
- Having primary responsibility for maintaining Council's legislative compliance register.
- Support Council's Internal Audit Function under the direction of Council's ARIC and ARIC Annual Work Plans, including coordinating audits and sourcing material for audit and undertaking required procurement and contractor management.
- From time to time, undertaking other duties as directed.

## ESSENTIAL CRITERIA

- Tertiary qualifications, at a degree level, in Business Administration, Risk Management, Law or an equivalent combination of industry experience and education/training relevant to the inherent requirements of the role.  
*Experienced applicants who do not hold this qualification may be considered however, a lower salary may be applicable in such instance in line with the provisions of Council's Salary System, and you must commit to gaining the qualification upon commencement.*
- Demonstrated experience interpreting and applying legislation.
- Demonstrated experience reviewing transaction documents (ie contracts and deeds).
- Demonstrated ability in dealing with highly confidential and/or sensitive information.
- Demonstrated experience in high level customer service including preparation of complex correspondence and complaint management.
- Proven ability to implement user friendly electronic systems which register and monitor tasks to ensure currency, such as delegation registers, action plans, correspondence, and workflows.
- Ability to work within a team environment, coordinate and participate in activities and assist in leading other team members.

### Literacy, Numeracy, and Record Keeping:

- Demonstrated experience and the ability to research and interpret complex information and analyse data to prepare and format documents, reports and correspondence.
- High level of written and verbal communication skills including interpersonal skills with the proven ability to communicate recommendations clearly and succinctly, with the ability to prepare reports, policies and related documents to a professional business standard.
- Excellent organizational skills, with the ability to exercise judgement and clarity in prioritizing issues, clearly demonstrating a proven ability to produce high quality work delivered to meet Council's deadlines.

### Tickets, Licences and Certificate:

- Current Class C Drivers Licence

### Pre-Employment Checks Required:

- Criminal History Check

## COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Complete pre-employment health screening and provide evidence of relevant immunisations.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

## DESIRABLE CRITERIA

- Experience working with Local Government information, CRM and record keeping systems.
- Experience in preparing legal advice.
- Experience drafting transaction documents (ie contracts and deeds).
- Experience contributing to the delivery of staff training, including preparation of training materials.

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date:

