

POSITION DESCRIPTION

Position Title:	Governance Lead
Position Number:	205
Group:	General Managers Group
Business Unit:	General Managers Group
Service Unit:	General Managers Group
Reports To:	Executive Manager
Grade:	14
Hours Of Work:	35 hours per week
Last Date Of Review:	June 2023
Last Date Of Evaluation:	August 2023

Role Function Summary

The Governance Lead is a member of the General Manager's team and provides insight, builds capability, and designs frameworks, policies, tools and techniques to support responsible decision-making.

The role is responsible for actively promoting a culture of good governance in the organisation and ensuring effective practices within a complex organisational environment with competing and changing priorities to achieve Council's strategies, plans, resolutions, policies and budgets. They are required to work independently and systematically within an 'outcome first' focus.

As this position handles highly sensitive information and is responsible for ensuring all processes conform to stringent legislation and regulations, it requires an astute person with significant experience in this field, sensitive to the political environment.

Key Responsibilities (Major and Essential Job Functions)

- Provide leadership in developing strategies for organisational governance and decision-making to support good business outcomes, including how to streamline and improve practices and promote front-line accountabilities based upon sound governance practice and responsible decision making.
- Design and implement frameworks, policies, tools and techniques in areas including Council policy development, ethical conduct and legislative compliance to ensure good governance principles in decision-making.
- Guide, engage and provide outcomes-focused advice to elected members and all levels of Council staff, including Executive and senior managers, on statutory, policy and governance related matters.
- Provide leadership and advice in relation to all Council Meeting processes ensuring best practice.
- Lead and implement improvements to Delegations of Authority frameworks, processes and systems and coordinate ongoing review and maintenance of Council Delegations of Authority.
- Advise on and coordinate annual pecuniary interest returns by designated persons and report to Council as required by the *Local Government Act, 1993*.
- Provide leadership and guide effective processes in relation to Local Government Elections to ensure all statutory requirements are met.

- Develop and maintain effective relationships with elected members, senior management and other internal and external customers, including the Office of Local Government and NSW Ombudsman.
- Proactively monitor the external environment for information that may trigger changes to Council arrangements, such as changes to legislation and practice notes, analyse high-level impacts and ensure information is made available to relevant staff within Council.
- Play an active role in the General Manager's team.
- Any other duties which are assigned by the General Manager or Executive Manager, giving consideration to the incumbent's knowledge, skills and competence.

Other Functions and Responsibilities

- Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP – Engaged people; Safe and Sustainable workplace; and a Performance based culture
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <p>Accountable</p> <ul style="list-style-type: none"> • We know what we do, and do what we say <p>Connected</p> <ul style="list-style-type: none"> • We work together to create community <p>Integrity</p> <ul style="list-style-type: none"> • We do the right thing <p>Care</p> <ul style="list-style-type: none"> • We are people who care <p>Adaptable</p> <ul style="list-style-type: none"> • We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	Other team members Executive Manager General Manager Other Staff Managers Executive Leadership Team Elected Members
External	Customers

Relationships:	Government Departments/Agencies Solicitors and other industry professionals Members of Council's legal panel Other Councils Professional Associations Office of Local Government NSW Ombudsman
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Degree level business related qualifications and/or equivalent relevant experience and training
- Extensive experience in corporate governance in a small to medium diverse organisation and demonstrated experience and expert knowledge in the administration and interpretation of legislation
- Extensive experience with report writing and developing policies and procedures
- Proven ability to manage workloads and flexibly manage changing priorities
- Proven analytical, problem solving and decision-making skills
- Extensive experience working in a politically sensitive environment, including managing matters that have, or could have, strong community interest and reputational risks for Council and the community
- Proven organisational skills with the ability to work under pressure and meet tight deadlines
- Strong interpersonal skills with demonstrated ability to build and maintain relationships with all levels of management, including the Mayor, Councillors and community members
- The ability to work effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders, as well as sharing resources to accomplish objectives

Desirable Criteria:

- Working knowledge of *the Local Government Act, 1993*, the *Local Government (General) Regulation, 2021* and meeting procedures
- An understanding of operating in a publicly accountable environment

Licences and Tickets:

- Current Class C Drivers Licence

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving				✓	✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
	Walking on Slopes / Hills / Gradients		Motor trades work
	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Governance Lead**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Minimum Diploma level business related qualification	1					
Significant experience in corporate governance in a small to medium diverse organisation including working knowledge of Local Government Act, Regulations and meeting procedures	1					
Demonstrated high level knowledge and experience using Microsoft Office Suite	1					
Demonstrated highly developed interpersonal skills including strong communication skills	1					
Ability to interpret legislation, standards, policy and legal documents with experience researching and compiling material to assist in conducting legal matters	1					
Builds and maintains a professional network with Governance practitioners, within and external to Local Government	2					
Provision of timely support and advice to the General Manager and Executive Manager relevant to Governance and Councillor matters	2					
Shows evidence of adopting and encouraging the principals of continuous improvement and customer service in all work outputs	2					
Demonstrated ability to act diplomatically with Councillors and members of the public	2					
Develop and maintain strategies, policies, systems and processes relevant to the indicative functions of the Governance Service Unit	2					
Contribute to organisation risk identification and analysis	3					
Provision of advice and assistance to staff in relation to content area	3					
Demonstrated practical experience in the use of contemporary Project Management skills	3					
Demonstrated high level use of initiative in proactively seeking out and implementing business improvements	3					
Demonstrated ability to use problem solving skills and judgement in new and different situations and challenges	3					
Thorough working knowledge of organisational policies and procedures	4					
Ability to undertake research and analyse data relevant to organisational direction at an advanced level	4					
Demonstrated ability to undertake special projects allocated by the Executive Manager and/or General Manager	4					
Evidence of the provision of mentoring and coaching of staff across Council in the areas of Governance	4					
Further formal advancement in the development of relevant knowledge and skills (for example Degree qualification)	4					

Skills Review Year (eg 2018): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				