

POSITION DESCRIPTION	
Title:	Governance Officer
Group:	Council Services
Reports to:	Governance Manager
Grade:	15
Hours:	35hpw
Vehicle:	No
Pre-placement Medical:	Not Required
National Criminal Check:	Not Required
WCCC Check:	Not Required
Position Purpose	
<p>The primary purpose of this position is to support the Governance Manager and Council Services team in delivering services and initiatives to fulfil Governance, Compliance, GIPA and PIPPA requirements for Council.</p> <p>The role will encompass working in a diverse range of activities that include:</p> <ul style="list-style-type: none"> • Facilitating enquiries, initiatives and coordinating Council's responses in relation to the Government Information (Public Access) Act (GIPA Act) and the Privacy Act. • Providing legislative interpretation, policy advice and information to Council officers with respect to information access, privacy and compliance under the provisions of relevant legislation, while ensuring that Council's information is proactively made available and easily accessible to the public. • Providing support to the Governance Manager with the administration of external complaints, policies and delegations and other governance matters. • Providing support to the Executive Manager with the administration of Code of Conduct Complaints. 	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Appropriate professional tertiary qualifications and experience relevant to the requirements of the position. • Demonstrated experience in governance or administrative management in the public sector. • Demonstrated ability to work in a politically sensitive environment. • Demonstrated high level communication skills (verbal and written), including negotiation skills with the ability to explain decisions under relevant legislation both in writing and verbally. 	

- Energy, drive, initiative and the ability to keep a number of initiatives and tasks going at the same time.
- High level analysis and problem solving skills.
- Extensive knowledge of Government Information (Public Access) Act and other legislation relating to the provision (in response to individual applications and generally) and protection of information.
- Extensive experience in accurately interpreting and analysing legislation and ability to make sound recommendations for legal or policy review as required.
- Demonstrated high level reasoning, conceptual and problem solving skills and the exercise of sound judgement and advice.
- Well-developed knowledge of legal principles such as public interest, natural justice, privacy, confidentiality, legal professional privilege, defamation and copyright.
- Experience in contributing to improvements to a quality management system or suggestions for other business improvement.

Desirable:

- Demonstrated knowledge of the Local Government Act, GIPA Act and other relevant state and federal legislation.
- Experience working in Local Government.

Main Activities

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

The Governance Officer is a multi-skilled position which provides a supporting role to the Governance Manager in all duties relating to governance matters. This position attends to the following responsibilities:

Governance Duties

- To determine access for information applications under GIPA and conduct internal reviews as required. Responsible for the analysis, processing and administration of applications for access to information and documents made under the GIPA Act.
- Ensure appropriate information is provided to customers in response to GIPA applications through the thorough research of Council's records and liaison with relevant staff.
- Provide specialist advice and administration using a high degree of judgment, confidentiality and applying legislation. In particular, the Government Information (Public Access) Act 2009, Privacy and Personal Information Protection Act 1998, Health Records Information (Public Access) Act 2009 and the Local Government Act 1993.
- Maintain and monitor Council's relevant databases, reporting systems, registers and information made publicly available on Council's website.
- Prepare any reporting requirements, for relevant governance related legislation (eg GIPA & PIPPA) and ensure Council complies with all legislative requirements in this regard.
- Identify Council records which may be proactively made available for inspection on Council's website.

- Preparation and assist in delivery of training relating to GIPA, PIPPA and training for Council's governance policies including the Code of Conduct and Complaints Management Policy.
- Prepare draft reports to Council on matters relating to governance issues.
- Liaising with Government Departments.
- Ability to undertake a supervisory role when required.

Administration General:

- Provide high quality executive support services to the Governance Manager and contribute to the development of secretarial and administrative services, assistance in the Council Services Group and across the organisation.
- Provide courteous, timely and efficient service in response to enquiries by members of the public (external customers) or staff and Councillors (internal customers).
- Achieve positive results for the customer by behaving ethically at all times, being openly accountable, and delivering effective and timely services to the customer.
- Accurate and timely maintenance of council records using Council's ECM document management system.
- Accurate and timely maintenance of council policy and delegation system (PULSE).
- Participate in continuous improvement of work practices by contributing to team meetings, discussions and sharing information and techniques with other staff members and management.
- Provide and receive feedback within the team in a constructive way.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To conduct themselves in line with the core values at all times when working with Council, Community, Customers and Councillors.
- To ensure that they are accountable for their behaviours in the delivery of their duties.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive culture at Council.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of Council, namely the 4C's: Community, Councillors', Customer and Council.