

GOVERNANCE OFFICER POSITION DESCRIPTION



Position Summary

The Governance Officer is responsible for performance monitoring, reporting and improvement functions to ensure the achievement of Council's ongoing regulatory, legislative and policy obligations. The Governance Officer works closely with all areas of Council to ensure compliance in a range of governance tasks including delegations, leases and licences, insurance, Community Asset Committees and risk support.

Position Details

Title	Governance Officer
Classification	Band 5
Category and status	Permanent part time or full time
Reports to	Manager People and Culture
Supervises	Nil
External relationships	WorkSafe, Insurance providers, government departments, MAV, governance professionals in other councils.
Date PD approved	March 2024

Position Key Responsibilities

Compliance	<ul style="list-style-type: none"> Ensure Council's legislative and regulatory compliance obligations are met through RelianSys and monitor compliance Coordinate the Personal Interests Return process Maintain Corporate Registers e.g. overseas and interstate travel, Conflict of Interest, Gifts, Complaints.
Governance	<ul style="list-style-type: none"> Process insurance claims and the annual insurance renewals. Assist with a range of governance functions including but not limited to, Community Asset Committees and Council Elections.
Delegations and Authorisations	<ul style="list-style-type: none"> Ensure legislation changes that may impact on policies, delegations and authorisations are actioned promptly. Maintain and regularly review a Register of Council of Delegations, Instruments of Appointment and Authorisations, including preparing reports to Council
Performance Reporting	<ul style="list-style-type: none"> Prepare regular Corporate Performance Reporting Framework reports and review Framework as required. Coordinate Council's requirements under the Local Government Performance Reporting Framework.
Property Management	<ul style="list-style-type: none"> Prepare and maintain all leases and licences in relation to Council properties Provide administrative functions in the operation of the Mystic Park Cemetery and Cemetery Trust including compliance with legislation and regulations.
Council/Councillor Support	<ul style="list-style-type: none"> Assist with the provision of advice and support to the Mayor and CEO on application of Council's governance rules Assist with completion of Council Agendas especially with regard to proofing, formatting and compliance with the LG Act and Regulations Assist with the preparation of Council Minutes. Undertake and assist with the management and conduct of Council elections and by-elections. Assist with coordination of Councillor and Mayor induction and ongoing training.

Audit and Risk Committee (ARC)	<ul style="list-style-type: none"> Assist with the coordination and reporting on implementation of internal audit recommendations. Advise and report on governance and risk management matters to the ARC.
Policies	<ul style="list-style-type: none"> Conduct the review, monitoring and reporting of Council policies. Maintain policy registers.
Workplace Safety Coordination	<ul style="list-style-type: none"> Provide advice and support to staff across the organisation on health and safety related matters Manage Contractor Safety System (Rapid)
Continuous Improvement	<ul style="list-style-type: none"> Assist with and participate in the service planning process as required Monitor external agency (eg IBAC, Ombudsman, VAGO, LGV) Reports and Guides for improvement opportunities

Position Organisational Responsibilities

Strategy and policy	Position is responsible for monitoring policy updates and corporate regulatory/statutory requirements. The position may provide input to policy.
Internal meetings	Position will be required to participate in regular team meetings both of own team and of other teams including presenting reports and providing advice.
External collaboration	Position may be required to represent Council in a range of forums including industry networks, government/agency workshops etc.
Risk management	Position will assist the Manager and Director in identifying and minimising risk to Council and for ensuring that all OH&S obligations are met.
Legislative framework	Position is accountable for Council legislative and regulatory obligations relevant to the department. This position is responsible for leading organisational compliance with relevant legislative and regulatory obligations.
Council values/behaviours	Our core Council values and behaviours are to be demonstrated in all interactions.
Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Position may be required to take a role in a municipal emergency.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The position is responsible for the timely lodgment, completeness of data and associated evidence required to support Council's performance reporting, and governance obligations. Position has authority to request and collect relevant data in order to meet Council's reporting and compliance obligations as detailed in RelianSys. Freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to ensure adherence to plans.
Judgement and decision making	<p>The objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.</p> <p>The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.</p> <p>Guidance and advice will usually be available from within the organisation.</p>
Specialist skills/knowledge	<p>Position requires an understanding of the long term objectives of the organisation, and proficiency with a variety of computer applications.</p> <p>Must have good writing skills and report writing skills and the ability to administer systems.</p> <p>Must have the ability to understand and interpret legislation and the potential impacts on Council obligations.</p> <p>Requires an understanding of the underlying principles involved as distinct from the</p>

	practices. Requires an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
Management skills	Position must be able to manage time, prioritise, organise and plan own work to ensure strict reporting deadlines are met.
Interpersonal skills	Position must be able to communicate effectively at all levels within the organisation and externally with relevant stakeholders. Incumbent must have good diplomacy skills and the ability to influence others, and gain the co-operation and assistance from customers, members of the public and other employee in order to achieve objectives and set deadlines.
Qualifications/experience	Appropriate qualification in Business, Administration, Governance or experience in a related field.

Selection Criteria

1	Demonstrated experience in an administration or compliance driven role. Experience in the application and interpretation of legislation and statutory requirements would be desirable but is not mandatory.
2	Highly developed administrative and organisational skills that can be applied in an environment of conflicting demands, including well developed time management and prioritisation skills.
3	High-level computer software skills with the ability to learn new and adopt to new systems quickly.
4	Excellent communication skills, both verbal and written with a customer service focus.
5	Must have the ability to follow procedures and processes, work independently and able to demonstrate initiative.
5	An effective team member with the ability to work cooperatively, flexibly and positively in a sensitive and confidential environment.

Acceptance of Position Description		
Approved: Chief Executive Officer	Signature:	Date:
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: Governance Officer
Altus ECM reference:
Position Description developed:
Position Description reviewed: April 2024