


POSITION DESCRIPTION

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|  <p style="text-align: center;">Governance Officer</p> | Award: | SA Municipal Salaried Officers Award |
| | Award Classification: | Level 5 |
| | Status: | Full time |
| | Hours: | 1.00 FTE 38 hours per week |
| | Department: | Executive |
| | Reports to: | Strategy and Governance Coordinator |
| | Updated: | April 2024 |
| | Version | 2.1 |



Position Objective

Reporting to the Strategy and Governance Coordinator, the Governance Officer provides specialised advice, support and governance services to the organisation on corporate governance, policy development, and local government legislation, to ensure Council meets its statutory obligations. In addition, the Governance Officer undertakes the management and facilitation of council and community requirements through leases, licenses and permits of Council land and/or property.

Key Duties and Responsibilities

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| Governance and Policy | <p>Under general direction and utilising initiative, discretion and professional judgement (where procedures and processes are not clearly defined), the Governance Officer is responsible for:</p> <ul style="list-style-type: none"> • Facilitating the development and review of legislative requirements impacting on the organisation related to the Governance function, including undertaking relevant research and evaluation, consult with key stakeholders, and prepare reports to Council outlining legislative changes and their impact on Council operations. Provide draft documents for consultation, where required. • Providing informed and timely high level legislative advice and assistance to staff, management and external parties on a range of policy, procedural, administrative and governance related matters, including emerging trends, assessing various Acts & Regulations, and Government Gazettes, and ensuring key staff are informed of relevant information and amendments. • Facilitating the periodic and supplementary Council elections and representation reviews to meet legislative requirements, including liaison with the Electoral Commission. • Managing and contributing to the development, and regular review, of Council policies, Elected Council Committee terms of reference, and by-laws in liaison with relevant managers and management team. • Collaborating with key stakeholders on projects and initiatives that delivers continuous improvement to Council's governance systems and procedures • Consulting with key stakeholders in developing, managing and reviewing corporate databases and registers relating to governance and policy, in particular: <ul style="list-style-type: none"> ○ Delegations and Appointments ○ Elected Council Committees ○ Public Register |
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| | <ul style="list-style-type: none"> ○ Register of Interest and returns ○ Register of Confidential Items ● Working with the Executive Assistant to ensure the Elected Members Portal is up to date and accurate, and providing support in preparation of Council and Committee Agendas, and attendance at meetings. |
| Reports, Plans and Submissions | <p>Under general direction and utilising initiative, discretion and professional judgement where procedures and processes are not clearly defined, the Governance Officer is responsible for</p> <ul style="list-style-type: none"> ● Providing high level research, reports and advisory support to the Chief Executive Officer that enables the organisation to meet its legislative responsibility. ● Formulating responses, submissions and reports on behalf of Council relating to Local Government matters, including intergovernmental relations. ● Providing support for the preparation, review and provision of informed reporting on Council's Strategic Management Plan. |
| Land | <p>Working under general direction, the Governance Officer is required to establish the most appropriate method for planning, liaising and organising the management of Council's Leases, Licenses and Permits in accordance with prescribed legislation and by-laws on behalf of Council.</p> |
| Freedom of Information | <p>Under general direction as Council's designated Freedom of Information Officer, the Governance Officer is responsible for:</p> <ul style="list-style-type: none"> ● Receipt and processing all Freedom of Information enquiries and requests in accordance with the appropriate legislation, including the maintenance of the FOIMS software. ● Preparation of the annual Freedom of Information Statement and submission of annual returns, in accordance with prescribed legislation. |
| Strategic Planning | <p>Under specific direction, the Governance Officer is responsible for:</p> <ul style="list-style-type: none"> ● Supporting managers to review strategic and corporate plans. ● Supporting the annual progress tracking of strategic management plans and documents which may include, but is not limited to, master plans, charters, financial/asset plans, disability access and inclusion plan, economic development framework, major project report etc into actionable and reportable tasks in Council's system. ● Supporting relevant managers to compile quarterly strategic plan update reports. ● Supporting the review and development of Council's suite of Strategic Management Plans with the Management Team in accordance with timelines established in the Local Government Act 1999. |

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| | <ul style="list-style-type: none"> Coordinating and facilitating a schedule to review strategies, masterplans, frameworks and action plans in partnership with relevant Manager(s) and with consideration of budgeting process timelines. |
| Corporate Risk | <p>Under specific direction, the Governance Officer is responsible for:</p> <ul style="list-style-type: none"> Supporting the management of Council's strategic risk management framework, including but not limited to all elements of Council's risk registers, business continuity plans, disaster recovery strategies, internal audit program, and contribution to related engagement with Local Government Risk Services (LGRS). Supporting the management of Council's insurance portfolios, renewals and claims across all policy/liability areas (with the exception of Worker's Compensation claims). |

Employee Responsibilities

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| Records Management | <ul style="list-style-type: none"> Maintain an awareness of records management procedures Create records to support the conduct of business activities Register records in paper and/or electronic recordkeeping systems. Develop and maintain knowledge of where records are kept in Council. Ensure Council records are not destroyed without authority from the Records Department. |
| Training | <ul style="list-style-type: none"> Attend relevant conferences, seminars and training courses to maintain competencies. On-the-job training as required regarding duties and responsibilities, Council policies, procedures, accounting and other systems. |
| Risk Management | <ul style="list-style-type: none"> Observe Council's Risk Management Policy and procedures. Take all reasonable steps to reduce risks identified in risk audits and other relevant processes. Demonstrate a commitment to risk management principles and practices, and maintain a safe environment for staff and community. Ensure the security of Council's assets under employee's control. |
| Work Health and Safety Management | <ul style="list-style-type: none"> Take reasonable care for their own health and safety. Take reasonable care that their acts or omissions do not adversely affect the health and safety of others. Adhere to all Council Policies and Procedures. Follow all reasonably practicable directions as directed by the supervisor / manager. Report any hazardous situations or safety problems immediately to their manager. Report all incidents and injuries. Attend and participate in training when required or directed. |

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| | <ul style="list-style-type: none"> Participate in the development of risk assessments and preparation of safety documentation, Safe Work Procedures, Safe Operating Procedures, Safety manuals or any other safety documentation as instructed. Wear and maintain appropriate personal protective equipment or clothing as required. Participate in Council's consultation processes. Operate and maintain Council plant and equipment in a safe manner. Close out any Corrective and Preventative Actions allocated within designated timeframes. |
| Injury Management | <ul style="list-style-type: none"> Undertake appropriate medical treatment for injuries or illness sustained at work. Participate in the planning and implementation of a Return to Work Program where injury has resulted in time away from work or inability to perform aspects of work. Comply with any Medical Officer directions and accept duties provided by the employer where they form part of the Return to Work Program. |
| Code of Conduct | <ul style="list-style-type: none"> Ensure that the requirements of Employee Code of Conduct are observed Ensure adherence to Council Policy and Procedures |
| Fair Treatment | <ul style="list-style-type: none"> Ensure that Council's Fair Treatment Policy and Procedures are observed. |
| General | <ul style="list-style-type: none"> Understand and comply with relevant internal policies and plans and external legislation and legal requirements. Establish and maintain networks and positive working relationships with relevant staff at all levels of the organisation, as well as external stakeholders. Proactively ensure colleagues and customers receive a high standard of service. Promote a positive image of Council in all dealings with the community. |

Person Specifications


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| Qualifications | <ul style="list-style-type: none"> Relevant experience in governance administration and/or law/legal studies or Diploma / degree qualifications pertaining to governance, local government, or relevant law/ legal studies. |
| Experience | <ul style="list-style-type: none"> Demonstrated experience working as an advisor within a governance context, preferably in a Local Government environment at a senior level. Demonstrated experience in writing reports, discussion/briefing papers and writing corporate policies. Demonstrated experience in the development of management plans, leases and licenses in a community context is highly desirable. |
| Knowledge | <ul style="list-style-type: none"> Demonstrated thorough/detailed knowledge of corporate governance principles particularly in relation to corporate decision-making processes, preferably in a Local Government context. Demonstrated thorough/detailed knowledge of general board/public meeting procedures. Sound knowledge of governance framework of rules, relationships, systems and processes. |

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| | <ul style="list-style-type: none"> • General understanding of the provisions of the Local Government Act 1999 and other relevant legislation as it relates to the local government context. • Sound knowledge of State and Federal, and Local Government Departments as it relates to corporate governance. • High level knowledge of Freedom of Information legislation and processes. • Understanding of issues in providing access to Council documents and information |
| Skills | <ul style="list-style-type: none"> • Highly developed organisational and administration skills that contribute to the development of and monitor, implement and evaluate governance practices, systems and procedures to optimize efficiency and support the achievement of quality outcomes. • Demonstrated high level verbal, written and interpersonal skills, with the ability to liaise and develop key relationships with a diverse range of stakeholders. • Demonstrated high level written, communication, research and problem-solving skills, ability to collect, collate and analyse data, develop reports and submission papers, and make appropriate recommendations to support informed decision-making and planning. • Sound time management skills and prioritisation skills given heavy workloads, tight deadlines and conflicting high-level commitments and priorities. • Demonstrated ability to manage expectations, resolve and provide solutions to issues, negotiate outcomes and timeframes relative to the position. • Demonstrated ability to interpret Acts and Regulations in areas of responsibility. • Demonstrated ability to work independently and as a member of a team, manage own performance and work with initiative to achieve expected outcomes. • Demonstrated ability to prepare strategic level plans |
| Personal Attributes | <ul style="list-style-type: none"> • Possess drive, initiative and enthusiasm towards all responsibilities. • Possess common sense and an ability to operate autonomously. • Thorough with detailed work and able to produce accurate results within required timeframes. • Courteous and diplomatic manner towards all contacts in the position. • Team spirit, reliable, and positive attitude. • Developed overall communication skills. • Commitment to high level customer service. |
| Special Position Requirements | <ul style="list-style-type: none"> • Some out of hours work may be required. • May be required to carry out other duties as directed which are within the appropriate classification. |
| Organisational Relationship | |
| Responsible to: | Strategy and Governance Coordinator |
| Extent of Authority and Accountability | <ul style="list-style-type: none"> • Authority as delegated by the Council or the Chief Executive Officer. • Authority to work within the scope of the position description. |

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| Performance Standards | <p>The performance of the incumbent will be measured by:</p> <ul style="list-style-type: none"> • The achievements in accordance with the annual Performance Development Review. • The extent to which position responsibilities are achieved. • The degree of professionalism, flexibility displayed. • Reliability, quality and courteousness of service delivered. • Effective teamwork and contribution to the achievement of team goals |
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| Incumbent: | | Date commenced: |
| Signature | | Date: |
| This position is responsible to: | <i>Strategy and Governance Coordinator</i> | |
| Signature: | | Date: |