



Moreland

City Council

POSITION DESCRIPTION



POSITION TITLE:	Governance and Freedom of Information Advisor
POSITION NO:	3519
CLASSIFICATION:	Band 6
AWARD / LWAA:	Moreland City Council Enterprise Agreement 2018
DEPARTMENT:	Business Transformation
BRANCH:	Corporate Governance and Strategy
WORK UNIT:	Governance and Civic Protocols
REPORTS TO:	Team Leader Governance
SUPERVISES:	Nil
PREPARED BY:	Unit Manager Governance and Civic Protocols
APPROVED BY:	Director Business Transformation



DATE CREATED: 6 August 2018	DATE MODIFIED: 6 January 2021
DATE APPROVED:	

As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.

1. POSITION OBJECTIVES:

The Governance and Freedom of Information (FOI) Advisor facilitates a strategically focused, policy driven, and supportive environment to allow Council to achieve compliance with a range of legislation, including the Local Government Act 1989, Local Government Act 2020 and Freedom of Information Act 1982 (FOI Act). The position provides Governance advice to the organisation and leads any legislative governance activity and monitoring – for example, post-election requirements, annual reporting requirements, annual report content, relevant policy and legislative compliance, and administers Council’s instruments of delegation and authorisation.

The Governance and FOI Advisor is responsible for processing all requests for information received under the FOI Act, including the recommendations for the FOI Officer to ensure Council adheres to the requirements of the FOI Act.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

2. KEY RESPONSIBILITY AREAS:

- Process applications for access to Council information, maintain status registers, provide guidance and advice with regard to suitable response, and coordinate the receipt and processing of external complaints received.
- Advise on and monitor Council's compliance with the FOI Act.

- Provide training for the organisation on FOI and other governance/transparency requirements.
- Prepare reports and develop policies in relation to the areas of responsibility.
- Administer the twice-yearly review of Council's instruments of delegation.
- Act as the software owner and administrator for the delegations software.
- Monitor and review processes relating to compliance and statutory obligations under local government legislation and any other relevant legislation with the view to increasing community confidence that Council conducts its business transparently and as expected by legislation.
- Coordinate, monitor and administer Council's legislative governance, including:
 - Maintaining Council's statutory registers and all information to be made available to the public as required under the *Local Government Act 1989 and Local Government Act 2020*;
 - Maintaining and reporting on the register of key legislative obligations;
 - Reviewing and overseeing legislative governance policies and procedures, including gifts and hospitality, returns of interest, delegations, authorisations, conflicts of interest;
 - Providing advice and training for the organisation on governance policies and procedures and legislative compliance requirements;
 - Ensuring Council meets its post-election obligations and annual reporting requirements for governance and FOI matters.
- Provide oversight and coordination of governance information on Council's website and Grapevine (intranet) to ensure current and transparent information.
- Keep abreast of, and provide advice on, relevant government policy, legislation.
- Prepare governance related correspondence, summary documentation, and organise relevant advertising for (governance) Local Laws, Section 223 and other consultation processes.

Continuous Improvement

- Implement and maintain Continuous Improvement System standards and procedures.

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Occupational Health & Safety

- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Other duties

- Required to undertake other duties as directed.

3. ORGANISATIONAL RELATIONSHIP:

Reports to: Team Leader Governance

Supervises: Nil

Internal Liaison: CEO and Executive Group
Corporate Management Team
Governance and Council Business Officer
All staff

External Liaison: Community members and groups
Office of the Victorian Information Commissioner
Government Departments including Local Government Victoria
Sector interest groups and peak bodies.

JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 6, Clause 6).

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- As the purpose of the position is to provide specialist advice, freedom to act is subject to regulation, policy and regular supervision, and is governed by clear objectives and/or budgets. The effect of decisions and actions taken may be significant, but an avenue of appeal or review by a more senior employee is usually available.
- Accountable for the delivery of timely, accurate and effective advice to guide and/or regulate customers (internal and external).
- Authorised to contribute formal input into policy development within area of expertise and/or management.
- Accountable to the Team Leader Governance for the effective completion of assigned duties and responsibilities to ensure a high level of service delivery and efficiency.

5. JUDGEMENT AND DECISION MAKING:

- The nature of work is specialised with methods, procedures and processes developed from theory and/or precedent and may involve improving and/or developing these methods and techniques based on previous experience.
- Judgement and decision-making is required to resolve problems through the application of known techniques to new situations.
- Guidance and advice are usually available.
- Exercise judgment to refer key issues to the Team Leader Governance appropriately and identify and make recommendations regarding opportunities for improvement.
- Exercise judgement, discretion and tact in dealing with all matters and demonstrate confidentiality and political awareness.
- An understanding of the function of the position within its organisational context including relevant policies, regulations and precedents.

6. SPECIALIST KNOWLEDGE AND SKILLS:

- Detailed knowledge of the *Local Government Act 1989* and Regulations and the FOI Act, and a general understanding of other legislation relevant to local government.
- Ability to interpret legislation or policy and advise on the impact on Council strategies and procedures.
- Ability to plan and undertake community consultation processes to ensure fair and representative positions of the stakeholders is established.
- Sound research, analytical and administrative skills.
- Understanding of the principles and practices of legislative governance within the government context.
- Demonstrated knowledge and understanding of the principles and practices of statutory compliance within the context of local government.
- Ability to maintain systems to monitor legislative compliance within Council.
- Well-developed attention to detail, proofing and formatting skills with experience in using Microsoft Office software (Word, Excel, PowerPoint, Outlook).

7. MANAGEMENT SKILLS:

- Ability to manage time, set priorities, plan and organise one's own work despite competing demands to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Capacity to manage time, plan, organise and set priorities for the work of other employees to achieve defined objectives and ensure statutory response times are met.
- Ability to promote ideas and projects relating to the duties and responsibilities in the position.

8. INTERPERSONAL SKILLS:

- Ability to gain cooperation and assistance from customers (internal and external), members of the public and other employees in the administration of defined activities.
- Highly developed written and verbal communication skills with the ability to use mediation, communication and conflict resolution skills to influence actions and outcomes.
- Capability to liaise with counterparts in other organisations to discuss specialist matters, and with other employees from other functional areas within Council to resolve intra-organisational problems.
- Strong customer service orientation and highly-developed ethical standards, including the ability to maintain confidentiality and discretion.
- An inclusive style that facilitates the operation of the Governance service in ensuring efficient corporate standards of correspondence and administrative support.

9. QUALIFICATIONS AND EXPERIENCE:

- An appropriate tertiary qualification (degree or diploma course) in a related field with some relevant experience, or a lesser formal qualification and substantial relevant experience.
- Previous experience working with FOI legislation within a government environment is required, while prior experience in a Local Government organisation would be highly regarded.
- Demonstrated previous experience interpreting legislation and providing governance support services and advice, particularly with regard to the FOI Act and legislative governance and compliance.

10. KEY SELECTION CRITERIA

1. Demonstrated previous experience interpreting legislation and providing governance support services and advice, particularly with regard to the FOI Act and legislative governance and compliance.
2. Ability to manage time, set priorities, plan and organise one's own work despite competing demands to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
3. Ability to gain co-operation and assistance from customers (internal and external), members of the public and other employees in the administration of defined activities.
4. Highly-developed verbal reasoning skills with competency in a range of communication styles and an ability to draft correspondence, memoranda, letters of instruction, briefs to external lawyers and various documentation.
5. Judgement and decision-making is required to resolve problems through the application of known techniques to new situations.
6. Strong customer service orientation and highly-developed ethical standards, including the ability to maintain confidentiality and discretion.

11. PHYSICAL REQUIREMENTS OF THE POSITION

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	()	(x)
- below 10kgs	()	()	(x)	()
Manual handling frequency	()	()	()	(x)
Repetitive manual work	()	()	()	(x)
Repetitive bending/twisting	()	()	()	(x)
Working with arms above head	()	()	()	(x)
Lifting above shoulder height	()	()	()	(x)
Using hand tools – vibration/powerful	()	()	()	(x)
Operating precision machinery	()	()	()	(x)
Close inspection work	()	()	()	(x)
Wearing hearing protection	()	()	()	(x)
Wearing eye protection	()	()	()	(x)
Working in dusty conditions	()	()	()	(x)
Working in wet/slippery conditions	()	()	()	(x)
Wearing Gumboots	()	()	()	(x)
Wearing safety shoes/boots (steel cap)	()	()	()	(x)
Working with chemicals/solvents/detergents	()	()	()	(x)
Washing hands with soap (hygiene)	()	()	()	(x)
Working at heights	()	()	()	(x)
Working in confined spaces	()	()	()	(x)
Working in chillers (+4 degrees C)	()	()	()	(x)
Performing clerical duties	()	(x)	()	()
Working on a keyboard	()	(x)	()	(x)
Driving cars and/or trucks	()	()	()	(x)
Other (please specify) _____	()	()	()	(x)

Other special features (e.g. nature of chemicals, travelling requirements, etc):

SIGNATURE PAGE

This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.

..... **Date** / /
(Staff member's signature)

..... **Date** / /
(Supervisor/Manager's signature)

Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.