

POSITION DESCRIPTION

Title:	Governance Manager
Group:	Council Services
Reports to:	Executive Manager
Grade:	18
Position Allowances:	Nil
Hours:	35 hours per week
Number of Direct Reports:	3
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	52016
Pre-placement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	10 January 2018
Date Reviewed:	August 2021

Position Purpose

Day to day management of the Governance, legal and Councillor Services functions to ensure that Council operates and complies within legal and legislative boundaries.

To provide high level support to and coordinate the processes that assist the organisation to implement best practice in efficient and transparent decision making practices that demonstrate excellent value for the community including:

- Contributing to the objectives of the Councillor Services and Governance Teams to assist the rest of the organisation to provide processes and procedures to facilitate open and participatory decision making.
- Maintaining an effective and ethical Corporate Governance Framework.
- Providing legislative interpretation, policy advice and information to Council officers.
- Formulating and implementing governance policies and procedures.

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- Relevant tertiary qualifications in governance, legal or related field and/or extensive experience in a similar role.
- Demonstrated experience in leading a team and providing coaching and guidance to staff.

- Ability to accurately interpret and analyse legislation and 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.
- Thorough knowledge of legal principles such as public interest, natural justice, privacy, confidentiality, legal professional privilege, defamation and copyright.
- A high level of communication and interpersonal skills (including negotiation, customer service, public speaking, conflict resolution and mentoring) with the ability to explain decisions under relevant legislation both in writing and verbally.
- Strong organisational skills with the ability to work within timeframes and meet deadlines.
- Demonstrated ability to undertake computer related tasks and the ability to quickly adapt to new software packages.
- Experience in using a quality management system or other business improvement initiatives.

Desirable:

- Experience working in Local Government and familiarity of Local Government processes and issues.
- Previous experience with Government Information (Public Access) Act (GIPA) administration and determinations and Privacy Legislation.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these 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.

This position reports to the Executive Manager and attends to the following responsibilities:

Delegation Management:

- Undertake the administration of Council's Delegation Management System and Register including the preparation of delegation for staff.
- Identify redundant, inaccurate or erroneously issued delegations.
- Design and preparation of training and education materials on Delegations and how they apply to staff.

Corporate Governance Framework and Legislative Compliance:

- Provide support to the Executive Manager/Public Officer for projects related to the implementation of the Corporate Governance Framework.
- Administer all Governance Registers in an efficient and accurate manner.
- Provide advice and administrative support to the processes of declaring Gifts and Benefits and Conflicts of Interest, Complaints Handling and the administration of the Code of Conduct.
- Provide support to the Executive Manager/Public Officer in attending to Probity matters.
- Preparation and efficient administration of Council's Legislative Compliance System including the following:
 - Updating responsible officers.

- Issuing actions to responsible officers.
- Following up with responsible officers.
- Following up on issued actions to ensure appropriate Council response is implemented.
- Keeping up to date with relevant legislation amendments, changes and updates.

Legal Services Function:

- Administer all requests for legal services and advice as requisitioned by staff.
- Administer the Legal Services Register and monthly Legal Clinic
- Organise seminars and training to be conducted by members of the Legal Services Panel.
- Provide the relevant information yearly as required for the Annual Report.
- Assist the Executive Manager/Public Officer in protecting and managing Council's interests and legal obligations with respect to legal documents such as subpoenas, summons, notices for discovery and warrants.

Policy Formulation and Administration:

- Review and draft corporate governance policies and procedures.
- Maintain and update appropriate policy and procedure guidelines and templates.
- Review and assist with the formulation of all policies and procedures drafted by other teams of Council to ensure compliance with the policy framework and adopted content templates.
- Manage and update the Policy Register.

Provide supervision, coaching and guidance to direct reports to:

- Provide leadership by being visible and positive.
- Ensure decision-making processes are appropriate.
- Ensure staff are involved appropriately in decision-making.
- Keep staff informed of relevant issues within Council.
- Ensure staff receive feedback regarding their performance including annual Performance and Development Review.
- Recommend training and development opportunities for staff within budget.
- Ensure day-to-day functioning of the team.

Measure and assess the performance of the Councillor Services and Governance team's functions and report to the Executive Manager.

Contribute to the overall management of the organisation:

- Attend and participate in meetings and work cooperatively with other Council Officers.

Develop and maintain contacts with industry, professional, and government bodies.

Assist with the preparation of Councillor Services and Governance management planning:

- Ensure preparation of the function elements of the Management Plan are in line with the strategic goals of Council.
- Keep the Executive Manager informed about progress on the Community Strategic, Delivery and Operational Plans.

Budget:

- Manage Department Budget items, including order and purchasing, up to \$10,000.

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 ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- 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 organisational culture.
- 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 the organisation, namely the 4C's: Community, Councillors, Customer and Council.