

## SOUTHERN GRAMPIANS SHIRE COUNCIL

### POSITION DESCRIPTION

#### Position Details

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Title:	Governance Coordinator
Classification:	Band 7
Position Number:	CD 027
Business Unit:	Organisational Development
Reports to:	Manager Organisational Development
Directorate:	Community and Corporate Services
Supervises:	Council Support Officer
Key Liaisons:	Executive and Senior Leadership Teams

#### Key Objectives

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Deliver Council's Governance services through accurate and timely advice to our elected representatives, executive and management teams.

Develop, implement and coordinate high quality policies and procedures across the organisation.

Demonstrate outstanding written and verbal communication skills.

Coordinate and supervise the Council Support Officer by mentoring them to provide a high level of support to Councillor and implement best practice governance processes.

Coordinate the management of Council's Record Management, including oversight of the archive centre and record management processes.

## Key Responsibilities

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### Provision of Specialist Advice

- Attend Council Meetings to record minutes, actions and agreements and provide specialist advice on the conduct of meetings, compliance with Council's Governance Rules and legislative requirements;
- Provide specialist advice to the Executive Leadership Team, Senior Leadership Team and Councillors on the interpretation of legislation, particularly the *Local Government Act 2020* (Vic);
- Maintain Council's Delegations and Authorisations;
- Act as Council's Freedom of Information Officer;
- Act as Council's Public Interest Disclosure Coordinator;
- Act as Council's Privacy Officer;
- Coordinate the development and review of Council's Governance Rules;
- Coordinate and deliver induction training to Councillors following a general election;
- Develop and update the Councillor Code of Conduct;
- Develop and update Council's Councillor and governance policies;
- Coordinate Council's implementation and adherence to the *Gender Equality Act 2020*.

### Strategic Planning and Reporting

- Coordinate the development and review of the Council Plan;
- Coordinate the Local Government Performance Reporting Framework;
- Assist in the development of the Annual Report;
- Coordinate the development and review of the Annual Plan;
- Coordinate the Annual Plan reporting processes.

### General Duties

- Coordinate Council elections, polls and referendums;
- Coordinate Council's policies, including coordinating updates and reviews of templates and policy requirements;
- Coordinate and support the Council Support Officer;
- Review and develop governance templates including Council Report templates;
- Develop and deliver governance training in relation to Council Report preparation, Delegations and Authorisations, Conflict of Interest and Roles and Responsibilities in Local Government, and other topics as required;
- Upkeep and training of Council's key Governance systems.

## Extent of Authority

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- Coordination and supervision of the Council Support Officer;
- Responsible for the efficient and effective performance of all duties and key responsibility areas;
- Freedom to act is set by clear objectives, policies and procedures, and regular supervision;
- Required to adhere to Council policies, professional standards, and legislative requirements with the effect of decisions being limited by the specific nature of the duties performed;
- Personal judgement is required in determining day-to-day priorities and methods;
- Responsible for provision of high-level advice regarding sensitive statutory and governance matters.
- Commit to and adhere with Council's Child Safe Requirements.

## Judgement and Decision Making

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- Responsible for efficient and effective operation within a team environment;
- Seek guidance and advice from appropriate external authorities
- Operates according to Council policies, procedures and specific guidelines, and relevant legislation;
- Ability to function efficiently and effectively without supervision, showing innovation and initiative and ability to make decisions and handle enquiries as required.

## Specialist Skills and Knowledge

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- Excellent communication and public relations skills;
- Excellent organisational skills;
- Ability to conduct research and draft reports;
- A willingness to expend additional effort in order to achieve set tasks within deadlines;
- A willingness to demonstrate flexibility in working hours;
- Good records management skills;
- Good advocacy, diplomacy and negotiation skills;
- Excellent understanding of the structure and responsibilities of Local, State and Federal Government Departments and of relevant legislation and industry best practise;
- Sound understanding of the functions and policies of Council;
- Well-developed computer skills including the use of database applications, specialist programs and Microsoft applications;

- High level general administrative skills including the operation of a range of office equipment.

### **Management Skills**

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- Ability to effectively plan, organise and manage own time to achieve targets within a set timetable;
- The ability to supervise and mentor staff in the delivery of Council's governance objectives;
- High level organisational and administrative abilities;
- Ability to achieve work targets under pressure;
- Ability to respond to direction positively, to implement change;
- Demonstrated ability to prepare clear and concise reports.

### **Inter-personal skills**

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- Excellent written and verbal communication skills
- Demonstrated staff management and supervision skills
- Ability to gain cooperation and assistance from other employees and external stakeholders;
- Ability to maintain confidentiality, be tactful and use discretion

### **Compliance with Legislation and Policies**

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Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
- Southern Grampians Shire Council Staff Code of Conduct;
- Privacy and Data Protection Act 2014 (Vic);
- Equal Opportunity Act 2010 (Vic);
- Occupational Health and Safety Act 2004 (Vic);
- Government/Industry Codes of Conduct;
- The Southern Grampians Shire Council Enterprise Agreement; and

- The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
- Responsible for ensuring the security of Council's assets under the Officer's control;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

### **Key Selection Criteria**

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1. Experience in governance or related role and functions
2. Excellent written communication skills including policy development
3. Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions
4. Good communication and people skills
5. Ability to gain cooperation and assistance from other employees and external stakeholders
6. Well-developed expertise to maintain a high degree of diplomacy and sensitivity in handling of issues and requests that may impact on the organisation whilst maintaining confidentiality
7. Experience supervising and mentoring staff

### Desirable Criteria

8. Relevant tertiary qualification and / or experience
9. Experience in Records Management or related field
10. Competent in a wide range of systems

## Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_