

## POSITION DESCRIPTION

### GOVERNANCE OFFICER

<b>Award Classification</b>	Victorian Local Authorities Award 2001 – Band 6
<b>Directorate</b>	People & Governance
<b>Reports to</b>	Coordinator Governance & Records Management
<b>Supervises</b>	Nil
<b>Approved By</b>	Director People & Governance, September 2024

### OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

### POSITION OBJECTIVES

- Drive compliance with Council’s statutory obligations under the *Local Government Act* and other relevant legislation in relation with a focus on governance, information and data access and privacy
- Undertake a range of governance duties to ensure compliance with Council policies, procedures, legislation and regulatory requirements.
- Provide a high level of customer service and liaise with key internal and external stakeholders including all levels of government, local, state and federal, Integrity agencies, Victorian Electoral Commission (VEC), contractors, Mayor and Councillors and all levels of Council staff whilst maintaining a high level of professionalism, integrity and confidentiality.
- Provide accurate and efficient support services to the Director People & Governance and Coordinator Governance & Records Management.
- Provide support to the Director People & Governance in the management and coordination of council general elections, byelections, countbacks, election period and Councillor induction/transition program.
- Assist the Coordinator Governance & Records Management with performance reporting requirements including Local Government Performance Reporting Framework (LGPRF).
- Assist and ensure Council meets its obligations under Councils Public Transparency Policy through the availability of information through Council’s website.

### KEY RESPONSIBILITIES AND DUTIES

#### Council Business

- Prepare, produce, collate and distribute Council agendas and minutes for ordinary and extraordinary meetings of Council, and key Council committees and/or reference groups using electronic agenda management software.
- Ensure standards, accuracy and timeliness of Council’s Minutes and Agendas.
- Governance presence at ordinary and extraordinary meetings of council, and key Council committees and/or reference groups.
- Organise catering for Councillor Briefing Sessions and ordinary and extraordinary meetings of Council, and key Council committees and/or reference groups as required.

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- Set up and pack down equipment for ordinary and extraordinary meetings of Council, and key Council Committees and/or reference group meetings and arrange servicing of equipment as required.
  - Undertake the administration, support and continuous improvement of Council's Agenda and Minute's software system and Councillor Portal.
  - Provide high level administrative and governance support to the Mayor and Councillors as required.
  - Regularly review and update the Councillor Portal and internal and external webpages with Council meeting documents, policies, registers, templates and forms.
  - Undertake project work, general administrative duties and activities that support the Governance and Records Management team.

### Statutory compliance

- Accurately and efficiently update and maintain Council's Statutory Obligations database in partnership with departmental managers to drive statutory compliance with legislation and regulations.
- Identify and implement mechanisms to ensure Council's governance and legislative obligations are met.
- Maintain and further provide input into policies and procedures that support good governance.
- Assist the Director People & Governance in responding to queries from integrity agencies.

### Management of Delegations and Public Registers

- Contribute to Council's governance obligations under the *Local Government Act 2020* and other relevant legislation in relation to governance through the completion of procedural and administrative tasks including updating registers, preparing and circulating reports.
- In line with public transparency principles accurately and efficiently maintain all public registers as required under the *Local Government Act* and various other legislation.
- Educate new and existing employees about their delegations and authorisations, Personal interests returns and Conflict of interest declarations.

### Elections

- Support the Director People & Governance and Coordinator Governance and Records Management in managing the election contract.
  - Support the Director People & Governance and Coordinator Governance & Records Management in the management and coordination of general elections, by-elections and countbacks.
  - Assist with the development, review and implementation of the Strathbogie Shire Council Governance Rules and Election Period Policy, including a program to ensure compliance with the policy's requirement to ensure Council complies with the requirements of the *Local Government Act 2020* in relation to the election period.
  - Assist with the development and implementation of the Councillor induction/transition program and ongoing good governance program.
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## OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of their duties to prevent injury to themselves and others.
  - The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.
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## RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
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- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Exercise initiative and judgement in applying established procedures governed by clear objectives.
- Provision of governance advice and direction within the context of the role.
- Review and develop policies, procedures and strategies within the context of the role.
- Decisions and actions may have an effect on the public perception of the wider organisation.
- The incumbent is responsible for assisting with the identification and implementation of mechanisms to ensure Council's legislative obligations are met.
- Timely delivery of service deliverables in accordance with approved strategic and operational plans, frameworks and budgets.
- The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- May be required to provide advice to clients or members of public and to provide formal input into the policy development.

### JUDGEMENT AND DECISION MAKING

- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Make decisions which are consistent and meet with Council process and support strategic objectives.
- Make decisions and provide advice based on data knowledge and research.
- Ability to think strategically, recognise issues and use initiative to identify and implement solutions to problems.
- The nature of the work is usually specialised with methods, procedures and processes developed from theory to precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the applications of these techniques to new situations.
- Required to exercise judgement and make appropriate decisions and evaluate alternatives within prescribed procedures and guidelines.
- Requires an ability to continuously improve methods and procedures to best service the organisation through research and experience.
- Guidance and advice are usually available.

### SPECIALIST KNOWLEDGE AND SKILLS

- Sound understanding of corporate governance, public administration, and related functions in local government setting.
- Well-developed understanding of how legislation and regulations operate in a local government context.
- Knowledge of the *Local Government Act* and relevant legislation.
- Well-developed analytical and investigative skills.
- Advanced skills in Microsoft Office applications and the ability to adapt to different software programs.
- Understanding of the long-term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.

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### MANAGEMENT SKILLS

- Proven organisational, time management and goal setting skills with the ability to set priorities and plan and organise work in an environment of competing and changing demands.
- Understanding and an ability to implement basic personnel policies and practices including those related to equal opportunity, occupational health and safety and employees training and development.

### INTERPERSONAL SKILLS

- Ability to write Council reports and to prepare external correspondence.
- Ability to educate staff at all levels in relation to their statutory obligations and good governance.
- Ability to gain cooperation and assistance from employees, management, and other organisations to achieve defined objectives.
- Ability to work in and understand a political environment.
- Ability to discuss and resolve issues with all levels of staff.
- Ability to negotiate with counterparts in other organisations to discuss and resolve problems.
- Ability to handle confidential and sensitive issues appropriately.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

### QUALIFICATIONS AND EXPERIENCE

#### Qualifications

- A qualification in public sector or business administration or another professional discipline related to the services provided by the Records and Governance Department combined with experience working in a related discipline.

#### Experience

- Extensive experience in reading, interpreting, and applying legislation and policy, preferably as it relates to corporate governance.
- 3 years minimum experience in office administration with specific use of Microsoft Office based software.
- Previous experience in the delivery of high-level customer service and superior administration.
- Demonstrated ability to produce timely and accurate information within defined timelines and manage conflicting deadlines to agreed service standards.
- Demonstrated experience in handling and processing confidential information.
- Sound knowledge of Local Government operating environment and legislative responsibilities
- Valid National Police Check.

#### Desirable

- Tertiary qualifications in Governance, Law, Business Administration, Commerce, or similar field
- Local Government Experience.
- Previous experience in governance and compliance administration.
- Previous experience in election processes.

### KEY SELECTION CRITERIA

#### ***Essential***

- Demonstrated previous experience in a governance, corporate support, or legal related environment.

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- Experience in reading, interpreting, and applying legislation and policy as it relates to corporate governance.
  - An ability to work on continuous improvement projects, processes and/or initiatives.
  - A keen eye for detail with the ability to produce quality work whilst under pressure and managing conflicting deadlines.
  - A confident, professional, and courteous manner with excellent interpersonal and communication skills (both verbal and written).
  - Intermediate to advanced computer skills, particularly within the Microsoft Office suite including Word, Excel and Outlook, and experience in using an electronic document and records management system.

### ***Desirable***

- A relevant tertiary qualification.
  - Local government experience in a similar role.
  - Previous experience in electoral processes.
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## TERMS AND CONDITIONS OF EMPLOYMENT

The Governance Officer position is classified as a Band 6 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 6 plus 11.5% superannuation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2023.

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## SIGNATURES

### EMPLOYEE

Name:

Signed:

Date:

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