


COORDINATOR GOVERNANCE & RISK

Position No.	1048
Classification	Band 7, Permanent Full-time (1.0 FTE)
Directorate	Corporate Services
Department	Governance and Risk
Division	Governance
Team	As above
Department Context	<p>Councils Governance and Risk Team provide specialist advice to the organisation on corporate governance matters, ensure compliance with legislative requirements and manage Council's risk and insurance responsibilities.</p>  <pre> graph LR A[Director Corporate Services] --- B[Coordinator Governance & Risk] B --- C[Governance & Risk Specialist] </pre>
Position Purpose	<p>The Coordinator Governance & Risk supports the Director Corporate Services in providing strategic oversight and specialist advice to the organisation on corporate governance matters, in line with the <i>Local Government Act 2020</i> and related legislation. The incumbent will provide leadership, strategic advice, guidance, support and coordination in the development and maintenance of an effective and robust governance system.</p>

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Governance and Risk

- Coordinate the Governance and Risk Division including overseeing and allocating tasks within the Division to ensure the delivery of services.
- Lead the development, implementation and monitoring of a comprehensive governance framework to support the application of good governance practices across the organisation.
- Provide advice and interpretation of legislation and its application to a local government setting and determine when additional legal counsel is required for specific situations.
- Provide recommendations and advice to the CEO, Senior Management and Council on strategies and processes to improve and embed good governance practices, legislative obligations and compliance, legislative reform matters and Councillor conduct issues, including carrying out the duties of Councillor Conduct Officer if required and appointed under the *Local Government Act 2020*.
- Develop a continuous governance improvements plan and framework and provide quarterly reporting to the executive, Council and the Audit & Risk Committee and take a lead role in all governance projects
- Monitor and review Council processes relating to compliance and statutory obligations under the *Local Government Act 2020*, and any other relevant or subordinate legislation.
- Ensure all applications received by Council under the *Freedom of Information Act 1982* and *Privacy and Data Protection Act 2014* are processed and completed by the Governance and Risk Department in line with Council's legislative obligations.

Provision of Council Meeting Management

- Oversee arrangements and coordinate operational support for Council Meetings and Briefings in accordance with the Governance Rules and the *Local Government Act 2020*.
- Lead the development and implementation of improved meeting management practices including Agenda and Minutes preparation and distribution.
- Attend Council and Committee Meetings to record minutes, provide support and advice in the application of meeting procedures.
- Lead the development and implementation of contemporary meeting procedures through Governance Rules and relevant Council policies.

Councillor Support

- Monitor and review the effectiveness of the governance framework including the Code of Conduct for Councillors, providing information, guidance and support to Councillors and staff including conducting induction and awareness/information sessions on the Code.
- Provide governance advice to Councillors in accordance with the relevant requirements including the Local Government Act and Council's Governance Rules.
- As required, liaise with Councillors with regard to their training requirements and implement a rolling training program for the term of office in collaboration with the Chief Executive Officer and Director Corporate Services.

Council Elections and Councillor Induction

- With the VEC, oversee the management and conduct of Council elections and by-elections.
- Develop and coordinate programs that encourage residents, business operators and property owners to nominate for Council elections and for prospective candidates to gain an understanding of local government.
- Lead the development and delivery of an induction program for all new Councillors.

Enterprise Risk Management

- Implement and manage Council's Enterprise Risk Framework and systems and the facilitation of Council's strategic risk register and ensure that Council's risk management practices operate within the framework provided by AS/NZS ISO 31000:2009 Risk management - Principles and guidelines, relevant legislation and Council policy.
- Provide risk management reporting to the Audit & Risk Committee, SMT and other stakeholders as required, ensuring understanding of significant risks and accountability.
- Provide consulting services to Council staff in relation to the effective use of risk management systems including risk assessment, evaluation and mitigation, raising the profile and awareness of risk management for Council staff
- Consult with key stakeholders to ensure organisational consistency in approach to risk minimisation.

Property Services

- Provide advice and support for property related services in the development and implementation of the Property Strategy Framework ensuring consistent management of associated policy, procedures strategies and priorities identified in council plan.

Insurance and Claims Management

- Effectively manage Council's insurance portfolio including Public Liability, Professional Indemnity, Commercial Crime, Industrial Special Risks/Property and Motor Vehicle/Plant including regular review and maintenance of Council's insurance coverage
- Coordination of general insurance claims management function and claims administration including coordinating the lodgement, investigation, assessment and settlement of insurance claims and support insurer/insurance broker-initiated audits and inspections.
- Record and report all incidents relating to liability matters (e.g., trips & falls, tree roots, falling branches, potholes, property claims etc) (excluding motor vehicle fleet) and provide reports on trends, costs and other statistics as required by management.
- Manage the investigation and processing of all under excess public liability and professional indemnity claims made against Council (except motor vehicle fleet and Councillor & Officer / Employment claims) in a fair, cost effective and timely manner in accordance with general legal principles and Council's claim policy.
- Provide specialist advice to staff on Council insurance policy and claims related issues.

Service planning, management and delivery

- In conjunction with the Director Corporate Services, develop, implement, monitor and review plans, strategies and policies for delivery of services within the Department are managed in accordance with, and all programs and services delivered, adhere to relevant Acts, Regulations and Council policies and procedures to ensure they meet the needs of Council and the community now and into the future.
- Keep abreast of and provide advice on relevant government policy, legislation, service directions and trends.
- Contribute to the ongoing development and review of the Department's Business Plan.
- Participate in cross functional working groups and projects teams as required.
- Build capability of leaders across all relevant areas of governance.

Relationship management

- Establish and maintain professional relationships across Council to provide reliable and concise information and advice in a supportive and responsive manner and to implement the decisions and policies of the Council.
- Develop and maintain positive and beneficial relationships with relevant networks including those in local, state and federal government and other external organisations and bodies, as agreed with the Director Corporate Services.
- Acting as a liaison with the Office of the Ombudsman and other Government departments.

Financial Sustainability

Ensure the sustainability of Council's finances and resources including:

- Operate within departmental budget and resource constraints, monitoring and reporting as required by the Director Corporate Services on all authorised purchases made within budget policy or delegated limitations.
- Contribute to preparation of Department's budget as it relates to role and associated activities.

General and Organisational Responsibilities

- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

Emergency Management

Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Adept
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Adept
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Adept
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Adept
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Adept
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Adept
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Adept
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Adept
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Adept

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority

- Manage the staff and financial resources of the Governance and Risk Department within Council's policies and/or delegations to achieve agreed targets, key performance indicators and budget outcomes.
- Accountable for the effective collection and presentation of information to inform the development of policies and procedures relating to the democratic governance of the Council.
- Accountable for providing all appropriately interested parties with clear and accurate advice on Council's governance policies and procedures, including members of community organisations and Council committees.
- Accountable for ensuring all governance, compliance and legal services registers are maintained by the Governance and Risk Department.
- The incumbent of this position is appointed by the CEO as the Freedom of Information Officer pursuant to the Freedom of Information Act 2012 and the Privacy Officer pursuant to the Privacy and Data Protection Act 2014.
- Authorised to undertake and coordinate investigations in relation to Protected Disclosures reporting directly to the Mayor or the CEO as appropriate.

	<ul style="list-style-type: none"> • Policies and procedures developed by this position will be subject to review by the CEO where they affect Council or Councillors or the broader organisation. The position will be able to independently implement systems and processes which are internal to the Department. • Wide scope to use analytical and investigative skills.
Judgement and Decision Making	<ul style="list-style-type: none"> • Exercise sound judgement in responding to governance matters raised by the Directors, staff and Councillors and in discussion with the Director Corporate Services, manage obtaining external advice where the matter falls beyond existing provisions. • Make decisions on all matters which are within any delegated authority, established policy or recognised standards including to ensure the programs and services of Governance and Risk Department are delivered. • Interpret legislation and regulations, balancing a range of factors which may conflict, in recommending or initiating an appropriate course of action. • Considerable judgement and discretion may be required with regard to the handling of Protected Disclosure notifications where these relate to senior Council staff.
Specialist Skills & Knowledge	<p>The position requires:</p> <ul style="list-style-type: none"> • Excellent knowledge and understanding of the requirements of the Local Government Act 2020 and 1989, the <i>Privacy and Data Protection Act 2014</i>, the <i>Health Records Act 2001</i>, the <i>Freedom of Information 1982</i>, and the <i>Protected Disclosures Act 2012</i> and associated regulations and the Victorian Charter of Human Rights. • Demonstrated proficiency in InfoCouncil, Records Management systems and Microsoft Office • A sound understanding of corporate governance, preferably in a Local Government context. • Proven capability to develop policy and contribute to change management initiatives. • Advanced administrative skills including skills in use of IT Office applications (Word, Excel, PowerPoint and others).
Management Skills	<ul style="list-style-type: none"> • Skills in managing time, setting priorities, planning and organising one's own work. • Ability to make effective decisions or recommendations based on appropriate analysis. • Demonstrated ability to elicit cooperation and shared commitment from others in preparing high quality advice, recommendations and submissions to Council. • Ability to meet operational deadlines and service needs under pressure. • Demonstrated skill in managing time, planning organising and establishing work priorities. • Demonstrated investigative research and analytical skills. • Ability to make sound and informed decisions and take appropriate actions to implement business solutions.
Interpersonal Skills	<ul style="list-style-type: none"> • Ability to gain the cooperation and support of staff and senior management within the organisation to achieve the role's responsibilities is required. • Liaise with Councillors, members of the public and representatives of other organisations in a respectful manner. • Proven capacity to develop and present training and make quality and persuasive presentations. • Internal consultative skills. • Demonstrated ability to influence at all levels in an organisation. • Demonstrate commitment to the organisation's values.
Qualifications & Experience	<p>The position requires:</p> <ul style="list-style-type: none"> • A degree or diploma in a professional discipline directly relating to the administration of public, statutory or incorporated entities with several years relevant experience or other qualifications with extensive relevant experience. • Significant experience in administration in a complex organisation setting.

- Experience working within the provisions of legislation and/or regulations and in providing guidance to Boards, elected bodies and/or staff.

KEY SELECTION CRITERIA

Selection will be based on the applicant's ability to demonstrate that he/she can meet the skills, knowledge, qualifications and experience criteria (listed below) and that he/she has the ability to undertake the key responsibilities of the position as outlined as follows:

1. Tertiary qualification preferably related to Governance, Law or Business Management and/or several years of relevant experience working in a Governance/legal environment or allied industry is essential.
2. Demonstrated understanding of the *Local Government Act 2020* and other relevant legislation, as well as policies, practices and other statutory duties associated with local government.
3. Demonstrated ability to monitor legislation, undertake research, interpret legislation and regulations and prepare advice and recommendations for action.
4. The demonstrated ability to lead collaboratively, respectfully and persuasively to encourage, elicit and promote high quality advice and submissions to Executive and Council.
5. A sound understanding of Council meeting procedures and good governance practices.
6. Be politically astute and have the ability to work across an organisation and build positive and constructive working relationships with other business units and Councillors.
7. Experience in managing issues and negotiating successful outcomes in a political environment.

Other Requirements

- Completion of a pre-employment Disclosure of Pre-existing Condition form.
- A current Australian driver licence.

Please note that Police Check results that are suitable for this position (will be arranged by Golden Plains Shire Council) are required for the preferred candidate.

All positions are subject to a six-month probationary period.

APPROVAL

Approved By (Department): Corporate Services

Reviewed By (P&C): People & Performance

Date: February 2024

Employee Acceptance: Accepted online via onboarding portal

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.