

POSITION DESCRIPTION

Position Title	Governance & Reporting Advisor
Position Code	1198
Directorate	Corporate & Leisure
Work Group	Corporate Services
Position Classification	Band 7
Effective Date	April 2025

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To ensure that tools, frameworks and systems are in place to ensure Council operates appropriately, ethically and transparently as a democratically elected body, representing and advocating for our community.

2. Working Relationships

Reports to	Manager Governance
Supervises	N/A

3. Key Responsibilities

3.1 Engagement

3.1.1 Approach all activities in a way that will engage stakeholders in the activity and deliver value to them and to Council generally.

3.1.2 Champion the benefits of good governance.

3.1.3 Respond to customer requests in accordance with our Community Promise.

3.1.4 Contribute to the induction of new Councillors and staff.

3.2 Compliance and Risk Management

3.2.1 Lead the development of comprehensive compliance and assurance framework to ensure that council meets legislative and contractual obligations.

3.2.2 Provide expert advice and analysis on legislative, regulatory and policy changes which affect Council.

3.2.3 Contribute to the development and maintenance of strategic and operational risk frameworks.

3.2.4 Contribute to the maintenance and reviewing Council's Business Continuity Plan.

3.2.5 Maintain the delegations register; appointment of authorised persons; gifts, benefits and hospitality register and register of interests and other governance registers as required.

3.2.6 Co-ordinate the review, amendment and adoption of Council Local Laws to ensure compliance with statutory requirements.

3.2.7 Manage Council's legal panel.

3.3 Policy Framework

3.3.1 Develop and maintain a policy register to ensure that policies are relevant, fit for purpose, accessible and current.

3.3.2 Develop, communicate, train and advise on policies which have a whole of organisation application.

3.4 Internal Audit

3.4.1 Provide secretariat services to the Audit and Risk Committee; liaise with the Chair to develop the agenda; prepare and co-ordinate the preparation of papers. and prepare minutes.

3.4.2 Manage the internal audit services contract and liaise between the internal auditors, the Audit and Risk Committee and staff.

3.5 Information Management and Reporting

3.5.1 Undertake the duties of Privacy Officer and Protected Disclosures Officer.

3.5.2 Receive and respond to FOI requests.

3.5.3 Prepare engaging reports on Council's performance against the Council Plan.

3.5.4 Prepare reports for Council's annual Performance Statement, the Local Government Performance Reporting Framework; and the Know Your Council website.

3.5.5 Undertake investigations of conduct, as required.

3.6 General Insurance

3.6.1 Ensure appropriate insurance cover for Council across all insurance types. Highlight and report insurance gaps to Senior management. Coordinate and complete Council's insurance renewal program.

3.6.2 Maintain, apply, and facilitate appropriate insurance claim processes.

4. Core Physical Requirements

4.1 Capacity to undertake office-based activities for extended periods of time.

4.2 Capacity to lift items unspecified in weight within individual limits.

4.3 Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Accountable for providing governance and risk to the organisation.

5.2 Accountable for maintain policy register.

5.3 Accountable to lead policy development within the areas of the position's key

responsibilities.

6. Judgement and Decision Making

6.1 Ability to use knowledge and experience in problem solving and development of policy options.

6.2 Ability to analyse and use good judgement on policies.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Highly developed conceptual, analytical and problem-solving skills and demonstrated ability to interpret and apply complex legislation and compliance codes.

7.1.2 Proven sound judgement and discretion in working with confidential information; and the ability to conduct confidential investigations.

7.1.3 A high level of self-awareness and demonstrated resilience, together with the ability to seek advice, reflect on feedback and a commitment to self-development.

7.2 Management Skills

7.2.1 Attention to detail; ability to work under pressure, meet competing deadlines and manage a workload that has changing priorities.

7.2.2 Ability to effectively use MS Office, CRMS, records management system and to extract and present data.

7.3 Interpersonal Skills

7.3.1 Able to gain trust, co-operation and assistance from internal and external stakeholders and to build and maintain positive working relationships.

7.3.2 Demonstrated capacity to deliver exceptional customer service.

7.3.3 Outstanding communication and interpersonal skills, in particular report writing and liaising and negotiating with colleagues, a wide cross-section of the community, tribunals and services providers.

8. Qualifications and Experience

8.1 Relevant qualification which demonstrates analytical and communication skills.

8.2 Demonstrated experience delivering effective governance services including compliance, assurance and reporting.

8.3 Demonstrated experience in driving process change; delivering a pragmatic compliance program and systematically applying continuous improvement principles.

8.4 Experience in engaging stakeholders in risk management so that a risk-based approach is incorporated in all program and project development and delivery.

9. Key Selection Criteria

9.1 A degree with demonstrated analytical and communication skills.

9.2 Demonstrated experience in providing governance advice including compliance and reporting.

9.3 Demonstrated experience in processing change and applying continuous improvement principles.

9.4 Demonstrated experience in engaging stakeholders in risk management.

Authorised by: Director – Corporate & Leisure

Date:

Employee's Signature:

Date:
