

POSITION DESCRIPTION

GOVERNANCE OFFICER

POSITION DETAILS

Date of Position Description	September 2024
Position Title	Governance Officer
Position Grade	11
Directorate Business Unit	Finance and Information Governance & Risk
Reports to	Senior Governance & GIPA Officer
Position Location	9 Wentworth Street, Parramatta NSW 2125
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The Governance Officer plays a key role within the unit and provides governance advice, support and assistance to the Senior Governance & GIPA Officer and organisation.

The role is also responsible for the management of Council's delegations, registers and legislative compliance obligations, the public access to Council information in accordance with the Governance Information (Public Access) Act and privacy legislation, Council Policy framework and preparation, and the delivery of major governance related projects.

KEY RESPONSIBILITIES

Role specific

- Review and align Governance policies, and procedures and governance framework documents and associated policies and procedures.
- Undertake organisational wide training of governance policies and procedures.
- Develop, manage and maintain Council's legislative compliance obligations.
- Develop, manage and maintain Council's delegations and register databases, and undertake periodic reviews of all delegations / positions within Council.
- Provide technical advice and direction to staff, management and external parties on governance related matters including access to information and privacy.
- Undertake access for information applications under GIPA and lead internal reviews, analysis and processing of applications for access to information and documents made under GIPA.
- Undertake strategic policy research, analyse and evaluate a wide range of complex information and data for project related advice to support the organization.
- Manage enquiries and investigations arising out of statutory review requirements.
- Develop, recommend and support service improvements arising out of policy reviews.
- Manage large scale governance related projects as required.
- Open, record and register tender submissions received by Council.
- Consult and liaise with relevant external stakeholders including the Office of Local Government, NSW Ombudsman, etc.
- Other duties within the skills, experience and capabilities of the incumbent.
- Apply continuous improvement principles to ensure that Council is providing efficient and effective service in relation to the management personal information and its process on ongoing basis.
- Ensure Council remains up to date with relevant legislation and governance standards.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, including the COVID 19 Vaccination Policy, as amended from time to time.

KNOWLEDGE

Qualifications

- Degree qualifications in business, policy, local government discipline or demonstrated equivalent experience.

Skills

- Highly developed oral and written communication, interpersonal, presentation and negotiation skills, and experience in working with clients, management and staff at all levels.
- Contemporary knowledge and skills in legislative information access provisions including Local and State Government, GIPA and Privacy.
- Ability to interpret and determine legislative impacts in relation to corporate governance responsibilities.
- Proven research and analytical skills in corporate governance and policy review.
- Highly developed ability to manage confidential and sensitive issues, utilising discretion, tact and diplomacy.
- Contemporary knowledge, understanding and skills in organisational policy review and corporate governance principles.
- Demonstrated ability to research, analyse and interpret information from diverse sources, and to effectively integrate into the delivery of services.
- Proven capacity to commit to the actioning of business objectives with demonstrated achievement in meeting deadlines and balancing competing priorities.
- Ability to work independently with initiative and versatility on a wide range of complex matters to meet varying workload demands.

Experience

- Management of delegations and processes.
- Knowledge and management of governance policies and procedures.
- Ability to provide training across a broad range of governance related subjects.
- Ability to interpret and determine legislative impacts in relation to corporate governance responsibilities.
- Experience in preparing reports, policies and correspondence in a local government context
- Contemporary knowledge, understanding and skills in policy review and corporate governance principles.
- Research and analytical skills in corporate governance, policy review and project delivery.