

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Governance Officer	
CLASSIFICATION	ANZSCO CODE
Band 6	
DEPARTMENT	DIVISION
Corporate Services	Governance and Risk
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	The Gordon

Position Objectives

- This position partners with business units to provide best practice governance advice and activities to management and staff of the City of Ballarat.
- The position also provides coaching and support to managers in fundamental governance practices and procedures to ensure outcomes that enhance performance:
 - In delivering the key governance functions, including ensuring that agenda papers and minutes for Council and Committees are compiled and distributed in accordance with required timelines.
 - In maintaining an up to date policy and procedure framework, by providing advice and support to organisational units in the review and development of policies, procedures and related documents.

Key Responsibility Areas

This role is responsible for:

- Supporting the delivery of Council meetings and briefings and delegated committee meetings, including by:
 - Ensuring the preparation, compilation and distribution of high-quality agenda papers for all Council meetings and briefings and delegated committee meetings, within required timeframes.
 - Ensuring that minutes of Council and delegated committee meetings are accurately recorded in accordance with the Governance Rules and distributed or published within required timeframes as required.
 - Providing advice internally and externally in relation to the operation of Council and Committee meetings (e.g. submissions, public question time etc).
- Supporting the administration of advisory committees and stakeholder reference groups by maintaining accurate records and providing advice to relevant responsible officers.
- Providing advice and support to all staff in relation to Council's integrity obligations under the *Local Government Act 2020*, such as conflict of interest, including by:
 - Maintaining accurate records and registers in relation to integrity obligations;
 - Providing training and advice to staff to ensure integrity obligations are well understood;
 - Identifying and implementing process improvements to ensure integrity obligations are well managed and controls are effective.
- Maintaining accurate registers and preparing and distributing reports as required in relation to governance functions (e.g. authorisations, delegations, Councillor requests, notices of motion, policy and procedure reviews, public question time, etc).
- Supporting the delivery of Council's quality assurance function and policy framework, including by:
 - Maintaining a schedule of policy and procedure documents to be reviewed.
 - Providing support and advice in relation to the development and review of Council and operational policy and procedure documents.
 - Monitoring regional and sector-wide incidents, reports, events and occurrences to identify and address changes or impacts relevant to Council's policy and procedures.

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- Supporting the operation of the Controlled Document Project Control Group.
- Recording and distributing accurate minutes following meetings of the Controlled Document Project Control Group.
- Ensuring that Council and operational policy and procedure documents are distributed and published as required following endorsement.
- Supporting the delivery of governance projects and legislative requirements, such as local government elections and governance reporting in accordance with the *Local Government Act 2020*.
- Supporting the development of organisational capability by providing support and advice on effective report writing, integrity and governance requirements.

REPORTS TO: Senior Governance Officer	DIRECT REPORTS: Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: All staff Mayor and Councillors	External: Customers, residents and visitors Members of Delegated Committees Members of Advisory Committees Contractors and suppliers Business, political and statutory authorities

Accountability and Extent of Authority

- Provide specialist governance advice and support to all staff, particularly:
 - Authors of Council reports
 - Governance system users
 - Internal policy and procedure owners
 - Members of Delegated and Advisory Committees
 - Senior Governance Officer, Coordinator Risk, Governance and Compliance and Executive Manager Governance and Risk.
- Responsible for liaising with internal and external stakeholders to monitor and provide advice on reports and matters relating to meetings of Council and Delegated Committees.
- Responsible for liaising with internal and external stakeholders to monitor Council's policy and procedure framework, including by providing advice to senior staff and reviewing and providing feedback on the development of policies and procedures.
- Accountability and extent of authority is subject to review by the Senior Governance Officer and Coordinator Risk, Governance and Compliance.
- Responsible for conducting investigative and analytical research and review to provide considered input into policy development within the area of governance and quality assurance.
- Freedom to act is governed by clear objectives and/or budgets, with regular reporting to the Senior Governance Officer to ensure that the goals and objectives of the Governance team are being met and achieved.

Judgement and Decision Making

- Advice, analysis, problem-solving and decision making is specialised and requires methods, procedures and processes to be developed from theory, precedent, research and investigation to be applied to new and repeated circumstances.
- Problem solving and applying specialist knowledge and experience to support the delivery of Council's governance and quality assurance functions.
- Identification and implementation of process improvements, to ensure that resources are used effectively, efficiently and with the goal of achieving the optimal outcome for Council.
- Guidance and advice are usually available from the Senior Governance Officer or Coordinator Risk, Governance and Compliance.

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Specialist Skills and Knowledge

- Highly developed understanding of governance, quality assurance, and policy development principles, ideally within the local government context.
- Highly proficient ability to apply the principles of governance, quality assurance, and policy development principles to the practical consideration and analysis of Council's governance environment and policy and procedure functions.
- Excellent writing skills to ensure that Council and Delegated Committee reports and minutes, as well as policies and procedures, are effectively communicated, reviewed, and reported clearly and concisely to any necessary forums.
- Highly developed ability to research, assess, and analyse reports, incidents, events, and matters occurring in the region and across the local government and other sectors to provide comprehensive and well-reasoned advice and feedback on Council's governance environment and policy and procedure development.
- Highly developed ability to interpret policies, procedures, and guidelines to understand and apply principles to governance, quality assurance, and policy development matters, in order to achieve the best outcome for Council.
- Highly proficient computer skills with experience in Microsoft Outlook, PowerPoint, Word, Excel and Office 365.
- Highly developed customer service skills.

Management Skills

- Highly developed ability to manage time, set priorities, plan, prioritise and identify tasks to achieve the overarching objectives and goals of the organisation.
- Highly developed ability to identify and set tasks to ensure efficient use of resources available and achievement of deadlines and timeframes required.

Interpersonal Skills

- Well-developed ability to gain cooperation and assistance from clients, members of the public and other employees, in the provision of advice relating to governance, quality assurance and policy development.
- Liaise, network and cooperate with their counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational problems.
- Well-developed ability to work in a team environment.

Qualifications and Experience

- Skills and experience required for this role are beyond those normally acquired through tertiary education alone.
- Degree or diploma course in governance/policy development/quality assurance/law or related field with relevant experience, preferably in the local government sector.

From a Health and Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

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SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values.
- Well-developed expertise and proficiency in governance, policy development, and/or quality assurance, including the application of theories and principles in practical circumstances preferably within the areas of Local Government or private enterprise (governance or policy development).
- Highly developed ability to work as part of a collaborative team and contribute to the team environment.
- Well-developed ability to conduct investigative research, legislative and policy interpretation, including the ability to analyse and critically consider findings to provide advice, recommendations, and options to relevant stakeholders.
- High level customer service skills and excellent communication skills including the capacity to deal with people face-to-face, over the phone and via other mechanisms of communication as required.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.