

POSITION DESCRIPTION

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| POSITION | POSITION NUMBER |
| Governance Project 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

The objectives of this role is to:

- Oversee and manage projects to ensure efficient and effective governance and statutory compliance functions and processes.
- Provide support to the organisation and community to develop capability in relation to governance and statutory compliance matters.

Key Responsibility Areas

This role is responsible for:

- Conducting a review and improvement project in relation to the governance of Council's committees and boards, including:
 - Review governance processes to ensure efficient and effective committee and board decision-making.
 - Review and update of terms of reference for committees and boards.
 - Review and update guidance material, template documents and other information provided to committees and boards.
 - Engage with committee and board members to ensure that governance processes are fit for purpose, well understood, and achievable.
 - Provide support and training to staff and committee and board members to develop capability and understanding of governance processes and practices.
- Developing a statutory compliance schedule and reporting process, to ensure that Council is meeting statutory obligations and requirements, including:
 - Identify statutory compliance obligations and requirements provided by legislative instruments.
 - Develop a mechanism for recording, updating, and reporting on statutory compliance obligations.
 - Provide support and training to staff to develop capability and understanding of statutory compliance obligations.
- Supporting the successful delivery of the 2024 Local Government elections, including:
 - Provide support for delivery of the Councillor Induction program.
 - Provide information, guidance, and advice to all staff during the Election Period.
 - Provide support and training to staff to develop capability and understanding in relation to the Local Government elections.
 - Assist with managing bookings, planning, and delivery of events related to the Local Government elections.
 - Liaise with the Victorian Electoral Commission and internal stakeholders as required.
- Identifying and implementing additional projects

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| REPORTS TO: | DIRECT REPORTS: |
| Coordinator Risk, Governance and Compliance | Nil |

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ORGANISATIONAL RELATIONSHIPS

Internal:

All staff
Officers responsible for committees and boards
Mayor and Councillors

External:

Customers, residents and visitors
Members of Delegated Committees
Members of Advisory Committees
Members of Community Asset Committees
Members of boards of Council related entities
Contractors and suppliers
Business, political and statutory authorities

Accountability and Extent of Authority

- Provide specialist governance advice and support to all staff, particularly:
 - Officers responsible for committees
 - Coordinator Governance, Risk and Compliance
 - Executive Manager Governance and Risk.
- Responsible for liaising with internal and external stakeholders to complete governance and statutory compliance projects.
- Responsible for liaising with internal and external stakeholders to monitor Council's governance and statutory compliance functions, to identify and complete projects intended to improve the efficacy and efficiency of governance and statutory compliance.
- Accountability and extent of authority is subject to review by the Coordinator Risk, Governance and Compliance and Executive Manager Governance and Risk.
- Responsible for conducting investigative and analytical research and review to provide considered input into policy development and business improvement activities.
- Freedom to act is governed by clear objectives and/or budgets, with regular reporting to the Coordinator Risk, Governance and Compliance 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 identification and implementation of business improvements to support the efficient and effective delivery of governance and statutory compliance 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 Coordinator Risk, Governance and Compliance and Executive Manager Governance and Risk.

Specialist Skills and Knowledge

- Highly developed understanding of governance and statutory compliance principles, including board and committee functions and statutory compliance obligations of local government.
- Highly proficient ability to apply the principles of governance, statutory compliance and business improvement to the practical consideration and analysis of Council's governance and statutory compliance functions.
- Excellent investigative skills to ensure that process improvements and opportunities for efficiency are identified, implemented, documented, and reported clearly and concisely to any necessary forums, including to relevant stakeholders internally and externally.

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- Highly developed ability to interpret policies, procedures, and guidelines to understand and apply principles to governance and statutory compliance matters, in order to ensure consistency with business improvements and 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 and statutory compliance.
- 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/statutory compliance/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.

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 and/or statutory compliance, including the application of theories and principles in practical circumstances preferably within the areas of Local Government or private enterprise (governance or statutory compliance).
- 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, and business improvement, 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.

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- 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.