



# Position Description

## Governance Officer

Applications Close:  
5:00pm on Sunday 30 March

<p><b>Position Title</b> Governance Officer</p>
<p><b>Position Number</b>  CS10252</p>
<p><b>Department</b> Corporate Services</p>
<p><b>Classification/Pay Scale</b> QLGIA Award Stream A Level 6/7 dependent upon experience – Winton Shire Council EBA 2023 \$95,723.16 to \$103,314.12</p>
<p><b>Terms of Employment</b> Full Time – 3-year fixed term</p>

## Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

## Organisational environment

### Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

### Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

### Winton Shire Council's Corporate Values are:

#### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

#### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

#### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

#### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

#### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

#### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

#### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## Organisational relationships

### Reports to:

Corporate Services Manager

### Supervision of:

No supervision applicable

### Internal Liaisons

All Council Departments

### External liaisons

Winton Shire Community at large, Community Service stakeholders and other Business, Government and Semi-Government Organisations as required.

## Position objectives

The position of Governance Officer will be responsible for providing high level collaborative input into the maintenance, development and implementation of the Council Governance and Compliance Framework, providing advice to the Corporate Services Manager, CEO, executive leadership team and broader organisation as appropriate on legislation, policies and procedures to support effective and informed decision making to ensure governance in a team-based approach across the organisation.

## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

**Reasonable care**

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

## **Licences/Tickets Required**

**MANDATORY**

- Hold at minimum a “C” Class Driver’s Licence.
- Police Clearance (or the ability to attain)
- Blue Card (or the ability to attain)

## **Qualifications and/or Experience**

**MANDATORY**

- Qualifications or considerable experience working within Local Government or an associated corporate discipline incorporating governance and compliance.
- Previous experience in Policy development, implementation including delivering training for relevant team members.
- Experience and knowledge of legislative and governing rules, regulations, compliance and programs especially in a Local Government environment.

- Practical experience in developing and implementing business improvement programs and initiatives.
- Investigative/research skills and report writing.

## **Statement of key responsibilities and duties**

### **ENTERPRISE RISK**

- Manage and maintain the Enterprise Risk Management system implementing improvement across the organisation, including business continuity planning.
- Maintaining, analysing and reviewing the Corporate and Strategic Risk Register identifying trends and developing responsive and proactive solutions for the mitigation of future risk exposure in line with Council's strategic and operational risks.
- Preparing regular reporting on the Corporate and Strategic Risk Register including risk activities / issues.
- Providing professional advice and assistance to the Manager of Corporate Services, CEO and the leadership team in the delivery of strategic governance projects across Council.

### **CORPORATE**

- Maintaining a legislative Compliance Register and Calendar that details statutory compliance and reporting obligations and deadlines.
- Maintaining and monitoring the administrative and general complaints process by actioning all procedures and keeping an accurate register.
- Maintaining and managing all aspects of the Right to Information process.
- Monitoring the adequacy and effectiveness of internal controls established to ensure the activities and operation of the organisation comply with legislative requirements.
- Assisting supervisors and managers with preparing relevant policy, procedures and engagement strategies for risk and legislative compliance, as required.
- Oversight of Corporate and Operational planning.
- Oversight and maintenance of Council's Local laws requirements.
- Facilitation (and contribution to) development of statutory plans and performance (annual plan) that satisfy both corporate and legislative expectations.
- Review, manage, monitor and maintain all organisational leasing requirements surrounding Council business incorporating but not limited to;
  - state and federal,
  - assets,
  - community
- Corporate Registers – Maintain nominated corporate registers, including those associated with the statutory delegation frameworks;
- Work with the Manager of Corporate Services on records management and document control process.
- Manage contractor expressions of interest for appointments and renewals of managers relating to specific Council-operated and/controlled facilities, including Showgrounds, Pool, Saleyards, Airport, Recreation Grounds.
- Participate in the corporate customer service office team environment.
- Secretariat duties within some Council committees when required.
- Any other duties as directed by the CEO/Manager Corporate Services and relevant to the position and within the capabilities of the Governance Officer.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

### Selection Criteria 1

High level of knowledge of corporate governance functions and strategic initiatives within local government frameworks, including Council processes, policies and systems, and risk and control concepts.

### Selection Criteria 2

Local government administration, including the statutory planning and reporting cycle with highly developed skills and experience relevant to Governance, Risk, Business Principles and Local Laws.

### Selection Criteria 3

Comprehensive experience in Governance and Risk Management with sound knowledge and experience of operational activities performed in the governance space with an emphasis on governance, compliance, risk and end to end processes.

### Selection Criteria 4

Ability and experience in writing reports, minute taking, policy and procedure development and implementation in a highly legislated environment, operational/strategic and business planning with high level written and verbal communication skills.

### Selection Criteria 5

Strong negotiation and interpersonal skills, with demonstrated behaviour which supports a collaborative team based diverse, equitable and safe workplace with personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.

## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Governance Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

### How to apply for the position

We invite you to lodge a formal application which **MUST** include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

### Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

### Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.