

Directorate:	Corporate Support	Department:	Governance, Legal and Procurement
Position Grade:	16	Reports to:	Head of Governance
Last review:	October 2023	Next review:	October 2025
		Version No.:	1.0

Position purpose:

1. Understanding Council's legal and governance requirements, horizon scanning and advising the organisation on developments.
2. Developing and maintaining Council's policy framework and delivering associated projects.
3. Providing high level advice, support and recommendations on Council policies.
4. Delivering proactive education on governance and policy matters and promoting good governance.
5. Supporting the Head of Governance on a range of governance, policy and project matters.

Key accountabilities/responsibilities:

Responsible for:

- 1) Monitoring developments in law, policy and guidance and taking steps to implement best practice in the Council's policy and governance frameworks.
- 2) Facilitating and maintaining Council's policy register by assisting internal stakeholders with the development of policies, updating policies and policy templates.
- 3) Coordinating policy development and implementation across the Council.
- 4) Managing and updating governance policies and procedures.
- 5) Supporting Council's delivery of target levels of transparency, including by assisting with GIPA applications.
- 6) Addressing complex and politically sensitive policy issues, including implications of state and federal policy changes, and provision of advice and leadership to other Council staff, Directors and Chief Executive Officer.
- 7) Project managing governance changes across the Council, implementing legislative change as required and educating staff about policies and good governance.
- 8) Analysing data and preparing reports in support of good governance and policy development.
- 9) Applying Council's policies and procedures when carrying out work to ensure risks are managed.
- 10) Reporting all incidents, risks and issues to Management on a timely manner.
- 11) Other duties as directed by the Head of Governance and General Counsel, including preparing reports to Council and drafting correspondence.

Decisions made in the position:

- 1) Consultation with staff within Council and providing guidance and direction regarding policies.

Decisions referred:

- 1) Proposed policy changes within the Governance unit.
- 2) Matters that are outside of delegated authority.

Key issues/challenges:

- 1) Prioritising competing demands.

Key working relationships:

- Head of Governance
- Staff
- General Counsel, Manager Legal, Governance and Procurement
- Executive Leadership team

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in a relevant field.
- Experience in Policy and Project management
- Class C Drivers Licence.

Experience

- Demonstrated experience in development of policies
- Administrative experience.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Excellent written and oral communication skills.
- Knowledge of relevant computer software and the ability to undertake computer research.
- Ability to manage and comply with deadlines and timeframes

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Experience in Local Government.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive