POSITION DESCRIPTION

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<tr>
<th>TITLE</th>
<th>Principal Governance Officer</th>
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<tr>
<td>DIRECTORATE</td>
<td>CEO</td>
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<tr>
<td>UNIT</td>
<td>Organisational Capability</td>
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<tr>
<td>AWARD CLASSIFICATION</td>
<td>Band</td>
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<tr>
<td>DATE OF CREATION / AMENDMENT</td>
<td>February 2018</td>
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VISION:

Innovative, creative, connected.

VALUES

Our values drive how we go about our work, how we work with our communities and customers and with each other. All staff, contractors, volunteers and students are expected to demonstrate our values in how they work.

POSITION OBJECTIVES

- Develop and maintain compliance, risk and performance frameworks and deliver a range of services to Council and Council officers to support them in using these. These frameworks assist Council in:
  - meeting its obligations under the Local Government Act and other legislation;
  - managing and monitoring risk and performance including insurance services; and,
  - meeting objectives outlined in the Council Plan.
- Proactively, or in response to issues raised by the Executive or Councillors, research and provide authoritative advice on all governance and compliance issues. This will include all work related to changes in governance occasioned by a new Local Government Act 2018.
- Provide leadership in the organisation of services, advice and information related to governance, FOI, delegations and Instruments of Delegation, and Protected Disclosure.
- Be a practice leader in monitoring, coaching, encouraging and developing high quality written advice and submissions to Council.

KEY RESPONSIBILITY AREAS

COUNCIL SUPPORT

- With the VEC, oversee the management and conduct of Council elections and by-elections.
- Provide support to Councillors including provision of advice and provision of resources.
- Oversee arrangements for Council Meetings and Briefings in accordance with the relevant Local Laws and the Local Government Act.
- Act as primary source of advice to Executive and Mayor on Councillor Conduct issues.
STATUTORY COMPLIANCE AND GOVERNANCE SUPPORT

- Research, analyse and prepare reports, policies and guidelines regarding various requirements of the Local Government Act or other relevant Acts.
- Act as Council’s Freedom of Information Officer, Privacy Officer and Protected Disclosure Officer providing advice and leadership to support the organisation in meeting its statutory obligations.
- Assist in managing Council’s policy framework, ensuring policies are reviewed and updated in a timely manner and ensure timely and accurate delegations and authorisations to staff and to Council committees.

OTHER

- Undertake such other responsibilities or tasks as are consistent with the skills, knowledge and capacity of the incumbent, as directed by the Executive Manager Organisational Capability.

TRAINING AND EDUCATION

- Identify Governance training needs and deliver an annual training program.
- Educate staff in Governance issues and how to develop appropriate practices and procedures in order to minimise and control the risk/s.
- Engage across the organisation to build the profile of Governance activities.

ORGANISATIONAL RELATIONSHIPS

Reports To: Executive Manager Organisational Capability
Supervises: Governance Support Officer
Internal Liaisons: Staff at all levels across the organisation and Councillors
External Liaisons: Advisory and special committees, Community groups and commercial tenants, peak local governments bodies, Victorian Ombudsman, Contractors and service providers, Legal service providers, Community members

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manage the staff and financial resources of the Governance function within Council’s policies and/or delegations to achieve agreed targets, key performance indicators and budget outcomes.
- Accountable for the effective collection and presentation of information to inform the development of policies and procedures relating to the democratic governance of the Council.
- Accountable for providing all appropriately interested parties with clear and accurate advice on Council’s governance policies and procedures, including members of community organisations and Council committees.
- Accountable for ensuring delegations and authorisations and statutory registers are current.
- Exercises delegated responsibilities as an officer appointed by the CEO as principal officer of Council for the purposes of Section 26 of the Freedom of Information Act.
- Authorised to undertake and coordinate investigations in relation to Whistleblower disclosures reporting directly to the Mayor or the CEO as appropriate.
- Policies and procedures developed by this position will be subject to review by the CEO where they affect Council or Councillors or the broader organisation. The position will be able to independently implement systems and processes which are internal to the Unit.
JUDGEMENT AND DECISION MAKING

- Exercise sound judgement in responding to governance matters raised by the Directors, staff and Councillors and in discussion with the Executive Manager Organisational Capability, manage obtaining external advice where the matter falls beyond existing provisions.
- Make decisions on all matters which are within any delegated authority, legislative requirements, established policy or recognised standards.
- Interpret legislation and regulations, balancing a range of factors which may conflict, in recommending or initiating an appropriate course of action.
- In consultation with the Executive Manager Organisational Capability, co-ordinate legal matters for Council to ensure legislative compliance and successful outcomes for the organisation.
- Considerable judgement and discretion may be required with regard to the handling of Whistleblower notifications where these relate to senior Council staff.

SPECIALIST SKILLS AND KNOWLEDGE

- A sound understanding of corporate governance, preferably in a Local Government context.
- Proven capability to develop policy and contribute to change management initiatives.
- Advanced administrative skills including skills in use of IT Office applications (Word, Excel, PowerPoint and others).

MANAGEMENT SKILLS

- Ability to make effective decisions or recommendations based on appropriate analysis.
- Demonstrated ability to elicit cooperation and shared commitment from others in preparing high quality advice, recommendations and submissions to Council.
- Ability to meet operational deadlines and service needs under pressure.
- Demonstrated skill in managing time, planning organising and establishing work priorities.
- Demonstrated investigative research and analytical skills.
- Ability to make sound and informed decisions and take appropriate actions to implement business solutions.

INTERPERSONAL SKILLS

- Ability to gain the cooperation and support of staff and senior management within the organisation to achieve the role’s responsibilities is required.
- Liaise with Councillors, members of the public and representatives of other organisations in a respectful manner.
- Proven capacity to develop and present training and make quality and persuasive presentations.
- Internal consultative skills.
- Demonstrated ability to influence at all levels in an organisation.
- Demonstrate commitment to the organisation’s values.
QUALIFICATIONS AND EXPERIENCE

- A degree or diploma in a professional discipline directly relating to the administration of public, statutory or incorporated entities with several years relevant experience or other qualifications with extensive relevant experience.
- Significant experience in administration in a complex organisation setting.
- Experience working within the provisions of legislation and/or regulations and in providing guidance to Boards, elected bodies and/or staff.
- An understanding of the requirements and obligations of the Local Government Act, the Information Privacy Act, the Whistleblowers Act and Freedom of Information Act and the Victorian Charter of Human Rights.

OCCUPATIONAL HEALTH AND SAFETY AND RISK

All employees, contractors and service providers are responsible for effective risk management practices, including incident reporting, and ensuring that management is aware of risks associated with business operations.

EMERGENCY MANAGEMENT

Emergency management is a core business for Council. All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency you may be directed by your manager to participate in duties not normally assigned to you.

KEY SELECTION CRITERIA

- Previous senior experience in a statutory or regulatory environment, and/or experience supporting the operations of boards or committees.
- Demonstrated ability to monitor legislation, undertake research, interpret legislation and regulations and prepare advice and recommendations for action.
- Possess a relevant tertiary qualification and/or extensive relevant experience.
- The demonstrated ability to lead collaboratively, respectfully and persuasively to encourage, elicit and promote high quality advice and submissions to Executive and Council.
- Proactive promotion of continuous improvement strategies.

I understand, agree to and accept the role as outlined in accordance with this position description.

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Signed on behalf of Mount Alexander Shire Council

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<th>NAME</th>
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<tr>
<td>TITLE Executive Manager Organisational Capability</td>
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