

Job title: Senior Governance Officer	
Classification: Band 6	Effective Date: September 2024
Reports to: Coordinator Governance– Governance and Integrity	Tenure: Full Time

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values, we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Departmental Overview

The Governance and Integrity department comprises of four streams:

- Governance and Executive Business Support
- Information Management
- Audit and Assurance
- Risk and Insurance

Goal Statement

To support the implementation of a contemporary governance environment and culture throughout the organisation by positively influencing and implementing robust governance processes to inform good decision making and the achievement of Council objectives.

Key Responsibilities

Position Specific Responsibilities

- Oversee and assist in the administration and support of Council's Agenda and Minutes software system
- Provide logistic support for Council Meetings and Councillor Briefings as directed by the Coordinator Governance.
- Attend Council Meetings and record minutes as required.
- Support the development and review of Governance policies and Council's legislative responsibilities.
- Develop, implement, review and oversee high-level policies, reports, correspondence and procedures for Governance and Councillor related matters. ,Develop processes and procedures to ensure systematic compliance with governance principles in line with the *Local Government Act 2020* and other legislative obligations.
- Communicate relevant information on Governance best practice, legislation and legislative change to key stakeholders.
- Produce easy to understand information (for example, FAQs) for Councillors and staff on processes and legislative requirements and amendments.
- Review and maintain instruments of delegation and authorisation to ensure all are appropriately enacted and comply with legislative provisions.
- Maintain and monitor Council's statutory and non-statutory registers.
- Educate and support the organisation to help ensure compliance with legislative requirements.
- Oversee and maintain a centralised register of legal activities, undertake analysis and reporting to management.
- Assist in the effective delivery of Council election processes.
- Project manage specific initiatives/projects as requested by the Coordinator Governance.
- Undertake research/support services and assist in the preparation of Governance related projects.
- Assist the Coordinator Governance and Manager Governance and Integrity to

coordinate activities of the Governance Unit.

Corporate Responsibilities

- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employee's work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Authority

Budget: Nil

Staff Responsibility: The position is responsible for the direct supervision of the Council Business Officer.

Decision Making:

- To conduct investigative and analytical tasks
- To provide policy advice and/or input into policy development, drafting, conducting benchmarking and/or research
- Make decisions in relation to the day-to-day functioning of the position.
- Make recommendations to the Coordinator Governance and Manager Governance and Integrity in relation to matters related to policy and practices of the Council.
- Exercise judgement and diplomacy while maintaining confidentiality of all Council information.
- Problem solving in this position may involve application of techniques to new situations.
- Assist with the continuous improvement of policies, procedures and methods within the Governance and Integrity department.

Key Relationships

- The position will liaise with all levels within the organisation.
 - Governance and Integrity department
 - Executive Leadership Team
 - Councillors
 - Internal staff
- General public, other councils, suppliers, statutory authorities, government departments, representative bodies (MAV, VLGA etc.), community groups and other organisations.

Skills and Attributes

- Demonstrated ability to coordinate activities, procedures and documentation required to achieve good governance practices within a Local Government environment.
- Ability to develop and deliver a range of procedures and training programs to a variety of different stakeholder groups.
- A high level of diplomacy and discretion in dealing with political processes of Council and confidential information.
- Demonstrated ability to manage timely and relevant oral, written, presentation and web-based communications including the preparation of letters and reports.
- Demonstrated ability to effectively use computer software and systems including Microsoft Office suite of programs and electronic document management systems.

Other technical skills

- Good working knowledge of the *Local Government Act 2020* and associated regulations; legislative processes; meeting procedures; Delegations and Authorisations and other statutory processes and procedures.
- Sound understanding of the social, political and legal frameworks in which local government operates.
- Highly developed research and analytical skills to produce clear, correct and succinct reports, policies, and other information as required.
- Highly developed written and oral communications skills.
- Ability to facilitate and coordinate meetings and training with internal and external customers.
- Well-developed administration skills and a high level of proficiency with computer software systems, including Microsoft Office, and agenda systems. Experience writing reports, policies and correspondence.
- Demonstrated ability improving business processes which deliver better customer outcomes and experience.
- Commitment to the highest ethical standards, exercising discretion and maintaining confidentiality of sensitive issues.

Interpersonal

- Highest level of attention to accuracy and detail.
- The ability to manage time efficiently and plan, prioritise and carry out necessary work to meet deadlines, to agreed standards using available resources.
- Ability to gain cooperation and assistance from stakeholders and other staff in the administration of defined activities.
- Build relationships and work productively with Councillors and officers to provide advice on good governance processes, Council's meeting procedures and compliance with statutory requirements.
- Ability to work well autonomously and demonstrate commitment and operate efficiently in a team environment.
- Anticipate problems or opportunities and take immediate action to address them.
- Set high standards of performance, quality, and accountability for oneself and others.

Key Selection Criteria

1. Ability to interpret and work within legislative frameworks and to effectively communicate complex legislative information in a clear and easy to understand manner to a range of stakeholders.
2. Strong attention to detail attributes and highly developed research and analytical skills.
3. Demonstrated ability to develop and implement plans, policies and procedures
4. Superior interpersonal, written and verbal communication skills, with a proven ability to build strong relationships and influence key stakeholders
5. Ability to drive a culture of strong governance practices throughout the organisation.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency /duration of performance of task
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	General tidying of area	Occasional
Hand/Arm Movement Tasks involve use of hand/arms	Preparation of correspondence, documents, notes for meetings	Intervals throughout the day
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Workstation duties – Interaction with varied levels, drawers and storage cupboards	Intervals throughout the day
Standing Tasks involve standing in an upright position	Meeting with Council officers. Including review, display and sorting of documents	Occasional
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Accessing cupboards	Occasional
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Regular intervals throughout the day, short distances	Regular short distances <50m. Trolley used when appropriate to aid in manual handling
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Collecting, returning hard copy files	Short distances, stable load <5kg
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Movement of objects, documents and other equipment at workstation	Occasional
Keyboard Duties Tasks involve sitting at workstation and using computer.	Council Meetings, Councillor Briefings, Data Entry, emails, Phone interaction, reports, correspondence etc.	Intervals over 7.60 hour shift
Satisfactory Vision Standard of vision required equal to that required for driver's licence.	Read, review and send documents. Hard copy and electronic	Regular intervals throughout the day