

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	Coordinator Governance
POSITION NUMBER:	0278
DIVISION:	Office of the CEO
DEPARTMENT:	Legal Services & Governance
CLASSIFICATION:	Band 8
REPORTS TO:	Senior Manager, Legal Services and Governance
DIRECTLY MANAGES:	Governance Administration and Functions and Facilities staff
INTERNAL LIAISONS:	Employees at all levels of the business, in particular Executive Leadership Team, Senior Managers and Managers, Mayor and Councillors
EXTERNAL LIAISONS:	Ratepayers and businesses, community representatives and organisations, consultants and contractors, advisory groups, government and government agencies, and regulators.
DATE:	May 2017

POSITION OBJECTIVES:

The Legal Services and Governance Department sits within the Office of the CEO and is responsible for the provision of specialist legal advice, good governance, internal audit and high-level support to the Mayor and Councillors, ensuring Council operates as efficiently and effectively as possible.

The Coordinator Governance is the manager responsible for leading the Governance Unit. The Coordinator will be responsible for all facets of service and program delivery of the Unit, ensuring the delivery of successful outcomes aligned to the Council values and plans.

As a people leader, the Coordinator is also accountable for providing highly effective leadership, ensuring they role model Council values to the highest level.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Role model and promote Council values in all aspects of duty.
2. Lead the Unit through the effective and efficient management of human, financial and physical resources.
3. Be an effective and empowering people leader and coach.

4. Competently manage all aspects of the Unit's business planning and operational requirements, retaining overall accountability for the Unit's performance.
5. Coordinate and prepare reports and briefing papers for consideration by Council and the executive management team.
6. Provide advice on administrative and statutory processes of Council, particularly relating to the decision making and the electoral processes of the municipality.
7. Perform under delegation the statutory roles of Privacy Officer, Freedom of Information Officer and Councillor Conduct Panel Registrar and coordinate associated training programs.
8. Maintain and update statutory registers in accordance with the requirements of the Local Government Act 1989.
9. Coordinate and maintain the Council Delegations Register and Register of Interests in accordance with legislative requirements.
10. Monitor the Council's level of statutory compliance including ongoing contact with other units to ensure registers, documents and records are held in a form required by local government, the Local Government Act or applicable regulations.
11. Assist in managing the review, amendment and adoption of Council local laws to ensure currency and compliance with statutory requirements.
12. Provide annual report information pursuant to regulatory requirements.
13. Assist in the development or review of governance policies and procedures for consideration by the executive management team and Council.
14. Manage and supervise the preparation and distribution of Council agendas, minutes and Councillor briefing sessions having regard to the need for public access to the decision making process.
15. Attend Council meetings and Councillor Briefing sessions to assist and provide procedural advice to the CEO and Mayor and ensure smooth operation of meetings.
16. Coordinate the conduct of Council elections and review of electoral structures and processes.
17. Provide corporate induction to newly elected Councillors to ensure they are adequately informed on compliance, governance and procedural issues associated with their Councillor appointment.
18. Maintain strong working relationships with Councillors and ensure transparency and integrity in advice provided.
19. Manage Councillor allowances and expenditure, including reporting in accordance with Council policy and procedural requirements.
20. Provide high level, strategic and comprehensive advice to the Manager and Executive Leadership team to inform long-term decision making.
21. Maintain effective engagement and communication with Councillors (or equivalent), Council employees, the community, and stakeholders on current issues and forward plans.
22. Adopt a proactive risk management approach to ensure risks are identified, quantified and controlled, and that employees, contractors and the community are protected.
23. As a member of the Legal Services & Governance leadership group, support and drive cultural change in line with established Council people strategies.
24. Adhere to the Council code of conduct, values and all Council policies and procedures relevant to this position.
25. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values and Behaviours:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work

- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OH&S policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity e.g. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

Essential:

1. Tertiary qualification in local government, business administration, law or a related discipline.
2. Extensive management experience in a governance-related field in the public or private sectors.
3. Exceptional people management skills with demonstrated success in leading high-performing teams to deliver results.
4. Extensive experience in Governance with a strong knowledge and understanding of the Local Government Act and other binding legislation.
5. Solid proficiency in successful project, program and contract management, preferably within a Governance and/or local government environment.
6. Outstanding communication skills, both verbal and written, including the ability to successfully negotiate, influence and resolve complex issues.
7. Ability to determine high-level program delivery across multiple functional work areas, resolve service delivery issues, and set operational work allocation.
8. Solid knowledge of relevant legislation, policies and practices related to Governance, inclusive OH&S obligations.
9. Proven interpersonal skills with experience in dealing effectively with a diverse range of stakeholders within a complex organisation.
10. Strong experience in business planning and management, including budget development, financial management, resource management, and complex reporting.
11. Commitment to adhering to the Council code of conduct and values.

Desirable:

12. Experience in developing, or contributing to the development of, related policies, standard operating procedures (SOPs) and processes.
13. Post-graduate qualification in Governance or similar.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for significant work planning, strategy formulation and program delivery inclusive management of resources, quality, effectiveness, cost and timeliness.
- Acts as the Council subject matter expert (SME) in Governance, responsible for the provision of specialist advice which contributes to informed decision making by Council.
- Decisions made have the potential to have significant and wide-reaching impact on stakeholders and the wider community.
- Leads the City of Greater Geelong to embrace new ideas and better ways to work
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- This position is a highly independent specialised leadership role where decisions will reflect professional and complex judgements in situations where precedent/s may not exist.
- Autonomously manages and successfully resolves highly complex issues and/or matters which may require the development of suitable procedures.
- Decision making will require detailed analysis and understanding of the issue, and resolutions may require consideration of an unspecified range of options.
- Guidance will be available from the Senior Manager Governance & Legal Services periodically, however the discretion will be used for most operational decisions.

SPECIALIST SKILLS AND KNOWLEDGE:

- Sound knowledge of local government and electoral procedures.
- Knowledge of office systems particularly Microsoft applications, report writing and ability to undertake web based searches.
- Knowledge of civic protocol.
- Knowledge of current issues and state and commonwealth policy in relation to department and corporate services.
- Ability to draft and implement Council's policies and strategies to achieve long term goals.
- Ability to implement legislative or procedural requirements which requires an excellent knowledge of:
 - Local Government Act 1989 and associated regulations
 - Freedom of Information Act 1982
 - Whistleblower Protection Act 2001
 - Information Privacy Act 2000
 - Equal Opportunity Act
 - Interpretation of Legislation Act 1984
 - Trade Practices Act
 - Council's Local Laws
 - City of Greater Geelong's Enterprise Agreement
 - Victorian Local Authorities Award 2001
 - Human Rights Charter and associated regulations
 - City of Greater Geelong Amendment Act 2011
- Knowledge and understanding of Governance, commensurate with the designation of an SME.
- An innate understanding of relevant legislative and regulatory frameworks and the principles underpinning them.
- Solid understanding and knowledge of business planning, budgeting and financial management practices and systems.

- Analytical skills with the capacity to consider any legal, social, economic and/or political ramifications that decisions made might have.
- A broad general knowledge of subjects loosely related to the position.

MANAGEMENT SKILLS:

- Excellent leadership skills with the capacity to 'lead, inspire and motivate'.
- Capacity to monitor and manage individual and teams, their contribution and workflows to achieve leading service delivery and performance.
- Ability to manage human, financial and physical within broad parameters to achieve goals and objectives, despite conflicting pressures for those resources.
- Good understanding of people management and employee relations practices including successfully resolving workplace issues and/or matters with the support of the Senior Manager Governance and Legal Services and the HR Business Partner.

INTERPERSONAL SKILLS:

- Proactive, positive and professional attitude with a flexible approach.
- Extensive experience in negotiating successful resolutions with a diverse range of internal and external stakeholders.
- Outstanding communication skills with the ability to positively negotiate and influence in order to effectively deliver solid results for the City.
- Engage meaningfully with staff, members of the public, tribunals, regulators and other stakeholders to persuade or convince them of Council's position, or negotiate an alternative, as appropriate.

QUALIFICATIONS AND EXPERIENCE:

- Extensive demonstrated success in a similar senior position.
- Postgraduate qualifications in a related field would be highly regarded.
- Experience in a Local Government environment is desirable.

HOW TO APPLY

Applications close: 5:00pm Friday 2 June 2017

Contact Person: Rebecca Leonard, Senior Manager, Legal Services & Governance,
(03) 5272 5105

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer
People and Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

Privacy Statement

The collection and handling of personal information is carried out in accordance with Council's Privacy Policy, which is displayed on Council's website and which is available for inspection at, or collection from, Council's Customer Service Centres.