

Directorate:	Corporate Support	Department:	Governance, Legal and Procurement
Position Grade:	11	Reports to:	Head of Governance
Last review:	October 2023	Next review:	October 2025
		Version No.:	1.0

Position purpose:

1. Providing governance and administrative support and assisting the Head of Governance on routine governance matters.
2. Preparing and maintaining governance systems and records, including templates, authorities and registers.
3. Analysing governance data and preparing governance reports.
4. Liaising with internal and external stakeholders to obtain and communicate information needed to deliver Council's governance functions.
5. Supporting training and messaging on governance matters.
6. Assisting the Access to Information Officer determine informal applications for the release of documents under the *Government Information (Public Access) Act 2009*.

Key accountabilities/responsibilities:

Responsible for:

- 1) Providing support to the Head of Governance.
- 2) Preparing delegation instruments and authorisations for staff and maintaining a number of governance registers (including gifts and benefits, secondary employment and pecuniary interests) in line with statutory and regulatory requirements.
- 3) Maintaining the policy register, developing templates and supporting the maintenance of Council's policy framework.
- 4) Delivering processes for reviewing and ensuring compliance with legislative functions.
- 5) Assisting the Access to Information Officer with informal GIPA applications.
- 6) Supporting external investigations and facilitating the appointment of an external investigator from a panel of investigators to conduct an investigation.
- 7) Supporting external probity reviews and facilitating the appointment of an external probity advisor from a panel of probity advisors.
- 8) Maintaining confidentiality of all information and documentation, particularly those of a sensitive nature.
- 9) Assisting in the development of education programs, training sessions and resources to the Executive, Mayor, Councillors and all Council staff on governance matters, including privacy, internal reporting, sensitive complaints handling, Public Interest Disclosures, Fraud and Corruption Prevention and Code of Conduct.
- 10) Preparing communications and messages on governance matters based on policies, guidance and other materials.
- 11) Analysing data, preparing reports to Council and drafting correspondence.
- 12) Applying Council's policies and procedures to ensure risks are managed.
- 13) Reporting all incidents, risks and issues to Management on a timely manner.
- 14) Other duties as directed by General Counsel.

Decisions made in the position:

- 1) Determinations of the release of information under the *Government Information (Public Access) Act 2009*.

Decisions referred:

- 1) Recommending the appointment of an External Investigator to investigate the alleged misconduct by staff.
- 2) Recommending the appointment of an external probity advisor.
- 3) Where the proposed budget expenditure exceeds financial delegation limit.

4) Matters that are outside of delegated authority.

Key issues/challenges:

- 1) Prioritising competing demands.
- 2) Managing the performance of external investigators.
- 3) Determining applications under the *Government Information (Public Access) Act 2009* within the legislative timeframe.

Key working relationships:

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

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

- Experience in determining applications under the *Government Information (Public Access) Act 2009*
- At least 2 years administrative experience.
- Class C Drivers Licence.

Experience

- Demonstrated experience in governance, with experience in the following areas:
 - The administration of GIPA Act;
- Administrative experience.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Understanding of issues in providing public access to information and documents, including a working understanding of the *Government Information (Public Access) Act 2009*, and principles relating to privacy and copyright.
- 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