

## POSITION DESCRIPTION

Senior Governance Officer  
(POS2609, POS2610, POS2611, POS2771, POS2772)

<b>Directorate:</b>	Corporate Services	<b>Department:</b>	Governance and Legal
<b>Position Grade:</b>	16	<b>Reports to:</b>	Head of Governance
<b>Last review:</b>	December 2024	<b>Next review:</b>	December 2026
		<b>Version No.:</b>	1.2

### Organisation purpose:

Liverpool City Council is rapidly transforming to lead the Liverpool community through a period of change and growth. The Liverpool Community Strategic Plan seeks to transform Liverpool into a vibrant, global city of lifestyle and opportunity. A key objective is to be visionary, leading and responsible. Council wants to lead with best practice processes with efficient and effective delivery of services to the community. Council will work to deliver a responsible Council that ensures it is financially sustainable and transparent and continues to represent the community through advocacy and community engagement.

### Position purpose:

1. Providing governance support and assisting the Head of Governance on a range of complex and routine governance matters.
2. Promoting appropriate transparency, including determining applications for the release of documents under the *Government Information (Public Access) Act 2009* and conducting reviews.
3. Researching and developing policy on corporate governance to enhance the corporate health of the organisation and assisting with policy development across the Council.
4. Providing independent probity review of procurement processes and objective advice on meeting probity requirements.
5. Managing, directing, and handling a diverse and complex range of complaints management activities in a pro-active and efficient manner.
6. Reviewing and assisting compliance with Council's legislative functions and with regulatory requirements.
7. Supervising and assisting with ensuring accountability through the development and maintenance of delegations, authorisations and registers.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Providing independent probity reviews of procurement processes, including undertaking an independent objective review of the procurement processes and decision making and providing an opinion as to whether probity requirements have been met.
- 2) Managing internal and external investigations having regard to procedural fairness.
- 3) Coordinating the appointment of external investigators to investigate alleged misconduct and being a liaison officer to oversee and manage the investigator's conduct and the delivery of a final Investigator's Report to the Chief Executive Officer.
- 4) Managing external and internal complaints in accordance with Council's policies and procedures.
- 5) Assisting in supporting legislative compliance by the Council across its legislative functions by reviewing functions, updating systems, liaising with directorate leads and providing support to officers.
- 6) Assisting and facilitating Code of Conduct and Fraud and Corruption Prevention training for Mayor Councillors, Executive team and all staff.
- 7) Maintaining corporate databases and registers relating to governance and policies, including delegations, committees, pecuniary interest returns, secondary employment, conflicts of interest, gifts and benefits and policy register

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- 8) Assisting in ensuring that annual reporting for government agencies is completed and providing responses to regulators.
- 9) Assisting with Council's information handling and responses to requests for information, including responses to formal and informal applications under the Government Information (Public Access) Act 2009 ("GIPA"), and provision of advice under the Privacy and Personal Information Protection Act 1998.
- 10) Developing, implementing and monitoring the effectiveness of all Council's governance policies, codes and procedures
- 11) Supporting implementation of the Public Interest Disclosures Act 2022, including by reporting annually on Council's obligations under the Act.
- 12) Other duties as directed by the Head of Governance and General Counsel, Manager Governance, Legal and Procurement, including but not limited to preparing reports to Council and drafting correspondence.

**Decisions made in the position:**

- 1) Determinations of the release of information under the *Government Information (Public Access) Act 2009*.
- 2) Probity risk assessments and associated reports.

**Decisions referred:**

- 1) Recommending the appointment of an External Investigator to conduct an investigation into the alleged misconduct by staff.
- 2) Recommending the appointment of an external probity advisor to conduct probity reviews over high-risk projects
- 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.
- 4) Providing timely probity advice on tender processes to ensure the integrity of procurement is maintained.

**Key working relationships:**

- |  |                           |
|--|---------------------------|
| • Head of Governance   | • Staff                   |
| • General Counsel, Manager Legal, Governance and Procurement | • Chief Executive Officer |

**POSITION SPECIFICATION**

*This section needs to be addressed in any application for this position.*

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

<b>ESSENTIAL CRITERIA</b>
<p><b>Qualifications/Licences</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications.</li> <li>• Class C Drivers Licence.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in governance, with experience in at least two of the following areas:               <ul style="list-style-type: none"> <li>○ The administration of GIPA Act;</li> <li>○ Probity reviews of tenders/projects;</li> <li>○ Policy;</li> <li>○ Coordination of investigations; and</li> <li>○ Statutory compliance.</li> </ul> </li> <li>• Experience in managing and coordinating external investigations into alleged misconduct, and ensuring procedural fairness is complied with.</li> <li>• Experience in drafting reports, policies and correspondence.</li> </ul> <p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity</li> <li>• Understanding of issues in providing public access to information and documents, including a working understanding of the <i>Government Information (Public Access) Act 2009</i>, and principles relating to privacy and copyright.</li> <li>• Excellent written and oral communication skills.</li> <li>• Knowledge of relevant computer software and the ability to undertake computer research.</li> <li>• Knowledge of the Office of Local Government’s requirements and ICAC guidelines for undertaking tenders and best practice</li> <li>• Ability to manage and comply with deadlines and timeframes</li> </ul>
<b>DESIRABLE CRITERIA</b>
<p><b>Qualifications/Licences/Experience/Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Experience in Local Government.</li> </ul>

## **Our vision:**

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

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**