

Upper Lachlan Shire Council



Position	Manager Governance
Reports to	Director Finance and Administration
Group	Finance and Administration
Band/Level	3/4
Grade	19
Date revised	2024

Primary Purpose

To lead and manage the operation of the corporate governance and legal service business unit and deliver the actions of the Operational Plan and Delivery Program agreed services and contribute to the strategic direction of Council.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Portfolio

Governance	Records Management
Legal Services	Procurement, Stores and Contract Management
Insurances Management	Risk Management

Accountabilities

- Deliver the services and/or functions of the business unit portfolios according to legislation, adopted strategies and plans to meet community needs and organisational priorities.
- Translate the principal activities of the Delivery Program and Operational Plan into plans, programs and projects.
- Develop, implement and manage corporate governance, corporate risk management framework, legislative compliance framework and records management framework linking Council's statutory requirements, policies, procedures and registers to ensure transparency, legislative compliance and alignment to organisational plans.
- Manage Council's corporate electronic document management system (EDMS) to ensure adherence to Council's policies and procedures and relevant legislation and regulations.
- Develop, implement and manage the procurement, stores inventory control and contract management frameworks of Council.
- Manage all applications for access to information through Government Information (Public Access) Act and Privacy and Personal Information Protection Act legislation.
- Manage and coordinate all Code of Conduct complaints and other complaints through the Local Government Act, Code of Conduct and Local Government (General) Regulation.
- Undertake the functions of Public Officer, Right to Information Officer, Senior Responsible Officer for records management, Complaints Coordinator, Privacy Contact Officer and Public Interest Disclosures Coordinator.

- Provide oversight and management of Council Section 355 Committees including their charters, statutory compliance, adherence to code of meeting practices and annual reporting.
- Provide accurate, timely, professional guidance and advice to the Manex team as required, with respect to matters likely to affect the delivery of the department's services and functions.
- Provide accurate, and timely reports to the Audit, Risk and Improvement Committee quarterly, with respect to matters likely to affect the delivery of services and functions.
- Prepare and manage business unit budget to meet project, operational and strategic financial obligations and targets.
- Undertake research and prepare reports, plans and strategies in a timely manner.
- Manage, support, develop and guide the work and performance of staff reporting directly to this role and through them, the staff of the business unit.
- Promote, model and reinforce cross-functional collaboration through information sharing and knowledge transfer.
- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement and performance.
- Hold employees accountable for their WHS responsibility to maintain a safe workplace.

The employee is required to undertake any other duties, projects or tasks as directed by their Director and Chief Executive Officer, which are within his/her skills, competence and training.

Key relationships

Internal	External
Manex team	Local Government Bodies and Professional Associations
Management team	Business and Community Leaders
Finance and Administration team	Government Agencies and Authorities
Councillors and Committees of Council	Contractors/suppliers

Essential Criteria

1. Degree qualification in Business Management, Governance, Law or equivalent tertiary qualification with demonstrated contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and experience in providing corporate governance and legal service guidance in a multi-disciplinary organisation governed by a range of legislative requirements, and reporting at a management level.
3. Demonstrated experience and ability to understand, interpret and apply relevant legislation including the Local Government Act, Government Information (Public Access) Act, Privacy and Personal Information Protection Act and State Records Act.
4. Demonstrated experience in the management of electronic document management systems.
5. Proven ability to engage with and influence internal and external stakeholders to achieve fit-for-purpose outcomes that drive the achievement of strategic goals.
6. Demonstrated interpersonal and communication skills, including influencing and negotiation, research, information analysis and report writing to facilitate planning, decision-making and continuous improvement.

7. Demonstrated staff management experience, with proven track record leading, developing and supporting staff to achieve performance targets and objectives efficiently and effectively.
8. Current Class C drivers licence.

Desirable Criteria

1. Demonstrated experience using computer software accounting systems – Civica Authority.
2. Demonstrated knowledge and experience in local government.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

Manager Governance



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS

Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.

When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.

1	Lead and manage WHS and risk management for your business unit; includes identify, mitigate and eliminate work, health and safety hazards at the workplace.
2	Manage and evaluate employee performance including goal setting, forward planning and conducting annual staff performance reviews by set timeframe.
3	Provide quality customer service and reports to stakeholders, including Council Committees, Council Departments and staff, MANEX, Local Government Authorities, State and Federal Government agencies and professional associations and the general public.
4	Manage Council insurance register ensuring assets and all necessary insurances are implemented.
5	Develop and manage annual business unit budget for operational program that supports Operational Plan and Delivery Program provision.
6	Review Council contracts and standard operating forms for utilisation by Council staff.
7	Where determine appropriate facilitate legal advice from council legal services panel on matters pertaining to potential litigation for senior management.
8	Complete Annual Reporting requirements for the business units.
9	Perform the role of Right to Information Officer and undertake the functions for matters to be dealt with subject to the provisions of the Government Information (Public Access) Act.

STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Prioritise work load and work independently to solve complex problems and achieve organisation goals.
2	Carry out risk assessments, apply risk management strategies and report unsafe work practices to ensure a safe and healthy workplace for offices within your management responsibility.
3	Ensure effective capture and electronic storage of corporate records in EDMS.
4	Regular business units work team meetings and review of unit operations.
5	Undertake the role of Complaints Coordinator subject to the provisions of Council's Code of Conduct and Procedures and report on code of conduct complaints annually to Office of Local Government.
6	Develop, implement and review Council Procurement Policy, procedures and guidelines.
7	Complete and lodge with Information and Privacy Commission the Government Information Public Access (GIPA) Annual Report and Disclosures Log.
8	Development and review of key performance indicators for business units ensuring they are measurable and reported quarterly.
9	Governance and advice to management and staff on tenders and contract management for the purchase of goods, works and services or sale of Council assets that meet threshold for tender.

STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Provide quality, accurate and timely reports and advice to MANEX and Council.
2	Lead your business unit; including training, coaching and development of Council staff.
3	No significant material or high risk errors, acts, negligence or omissions in business units under your management.
4	Review internal control procedures for business units operations.
5	Operational Plan key performance indicator targets are met for business units and reported to Council each quarter.
6	Establish legal and risk management requirements for corporate governance of council projects.
7	Develop, implement and review Council Records Management Policy, procedures and guidelines.
8	Safe Work Method Statement (SWMS) and Standard Operating Procedure (SOP) development and review operational areas in your business unit.

9	Develop and maintain strategic business and local government networks.
STEP 4 SKILLS	
Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills. When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.	
1	Compliance, management and implementation of business units functions in accordance with the Local Government Act and Regulations, GIPA Act, Public Interest Disclosures Act and PPIPA Act and Regulations, Local Government (State) Award, OLG Guidelines, Council Policies, Codes of Practice, Auditors recommendations and MANEX directives.
2	Develop, implement, review and monitor Governance policy framework and procedures of Council.
3	Promote and facilitate organisational performance. Ensure evaluation and review of work practices within areas of responsibility and implement improvements.
4	Leadership, forward planning, analytical and communication skills evident.
5	Promotion/marketing of Council's mission and services and promote a culture of workplace change and innovation.
6	Identify and evaluation of project opportunities and Business Plan development.
7	Approve of the destruction of records subject to the provisions of the State Records Act.
8	Provide monthly reporting on business units to Department Director; including work plan for your team and business unit overview.
9	Review Council corporate record management system and maintain a records management program that conforms to record keeping standards.

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

Note: Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps