TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Manager Governance and Risk
Position Classification:	Senior Officer
Instrument:	Individual Employment Contract 6 months
QLD Local Government Industry Award Stream:	Not Applicable
Directorate:	Corporate Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

POSITION OBJECTIVE

The Manager Governance and Risk plays a vital role in protecting Council's integrity, strengthening accountability and supporting informed, transparent decision-making. The position is not simply about ensuring compliance, but enabling Council to achieve its objectives responsibly, manage risks effectively and maintain the trust and confidence of the communities it serves. This role ensures the implementation of strategic governance frameworks, policies, and processes to meet legislative requirements and promote a culture of accountability, ethical decision making, transparency and continuous learning.

WHAT DOES SUCCESS LOOK LIKE IN THIS ROLE

Success in this role is demonstrated through effective governance, informed and compliant decision-making, well-managed risk and insurance programs, high-quality Secretariat services, and a capable team leader who delivers trusted governance outcomes for Council and the community.

KEY RESPONSIBILITIES

Governance, Compliance, Policy and Integrity Management

- Lead the development, implementation and continuous improvement of the organisation's governance framework, ensuring compliance with legislative, regulatory and policy requirements, while promoting transparency, accountability, ethical decision-making and best-practice corporate governance.
- Lead the organisation's governance and Secretariat functions, providing high-level advice and support to Council, its committees, the Mayor, Councillors, Chief Executive Officer and Executive Leadership Team to ensure legislative compliance, effective meeting governance and sound decision-making.
- Guide lawful meeting governance, decision processes, records, reporting and follow-through on resolutions.

- Exercise authority only within approved delegations, legislation, policies and the employment instrument; this PD does not create statutory powers or legal practice authority.
- Responsibility for the statutory complaints management processes and systems (i.e. Administrative Action Complaints, Public Interest Disclosures, Competitive Neutrality Complaints, Councillor Complaints etc.)
- Liaise with State integrity agencies such as the Queensland Ombudsman and Crime and Corruption Commission.
- Monitor and communicate legislative changes and government updates to ensure Council's ongoing legal compliance.
- Maintain nominated corporate registers, including those associated with the statutory delegation's framework.
- Manage outsourced governance, risk and legal work and coordinate the provision of instructions to external advisors, as required.
- Work collaboratively with responsible departments on Local Laws enforcement policies and procedures consistent with State Legislative standards.
- Coordinate or support professional development for Authorised Officers and provide governance guidance on permits, enforcement and procedural compliance.

Risk Management

- Lead Council's risk management framework, ensuring risks are identified, assessed, monitored and managed to support compliance, informed decision-making and organisational resilience.
- Manage Council's insurance portfolio, including budget responsibility and handling claims for loss or damage (excluding Work, Health & Safety claims) and undertake annual insurance review.
- Build risk awareness within Council by providing support, identifying training needs and the coordination of training.
- Provide overall risk management guidance to Council, including analysis of financial impacts, embedding a culture of both risk management in decision making and high-quality, timely reporting across Council.

Management and leadership

- Contribute to the preparation and management the departmental budget and Operational Plan objectives to ensure that they are carried out effectively, within budget, and on time.
- Lead and develop the Governance and Risk Team to deliver high-quality services, achieve organisational objectives and foster a culture of accountability, collaboration and continuous improvement.
- Appropriately engage and consult with relevant employees and community representatives to develop tailored solutions within portfolio that are finely balanced between law and traditional lore relevant to the Torres Strait region.
- Ensure awareness of relevant ethical issues and trends across Council, including developing a good risk and ethics culture at Council.

Cultural Capability

- Demonstrated ability to engage in a culturally appropriate way, with the ability to build respectful and effective relationships with diverse communities, stakeholders, and colleagues.
- Promote cultural capability and inclusion by embedding culturally respectful practices and supporting a diverse and inclusive workplace.

CAPABILITIES, SKILLS & EXPERIENCE

1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
2) Degree in law or another relevant discipline, or extensive equivalent experience in comparable roles.
3) Demonstrated experience in local government or a similar environment, with a strong understanding of corporate governance, risk management, legal principles and practice.
4) High level analytical, problem solving, and decision-making skills. Excellent written and verbal communication skills with the ability to engage and influence stakeholders.
5) Thorough knowledge of local government legislation and policy, including experience in policy development and compliance functions.
6) Proven ability to lead and develop a team, fostering a culture of continuous improvement and high performance.
7) A demonstrated ability to prioritise tasks, meet deadlines and manage workload in an environment of changing and competing priorities.
8) Proficiency in the use of Microsoft Office applications.

OTHER CONDITIONS/REQUIREMENTS

- Travel throughout the Torres Strait Islands is a requirement of this position.
- The preferred applicant may be required to apply for a National Police Certificate before appointment.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
    a) anti-discrimination
    b) equal employment opportunity
    c) confidentiality
    d) local government principles
    e) Ailan Kastom
    f) Council's Vision and Values listed on the next page.

OUR VISION & VALUES

"For our Community and Council to be Autonomous, Prosperous and Sustainable"

Value & Value Statement	Desired Behaviours
 **ONE** We are **one team** who achieves **together**.	• We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region.
 **RESPECT** We have **respect** for each other and the **communities** we serve.	• We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths.
 **ACCOUNTABILITY** We are **accountable** and responsive to our **communities**.	• We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do.
 **COURAGE** We are **courageous** leaders, who think **innovatively**.	• We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision.
 **RESILIENCE** We are builders of a **sustainable** and **resilient** region.	• We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation.