

POSITION DESCRIPTION

POSITION TITLE	Manager Governance
DIRECTORATE - SECTION	Office of the CEO - Governance
LEVEL - EBA	Negotiated Contract
RESPONSIBLE TO	Chief Executive Officer

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

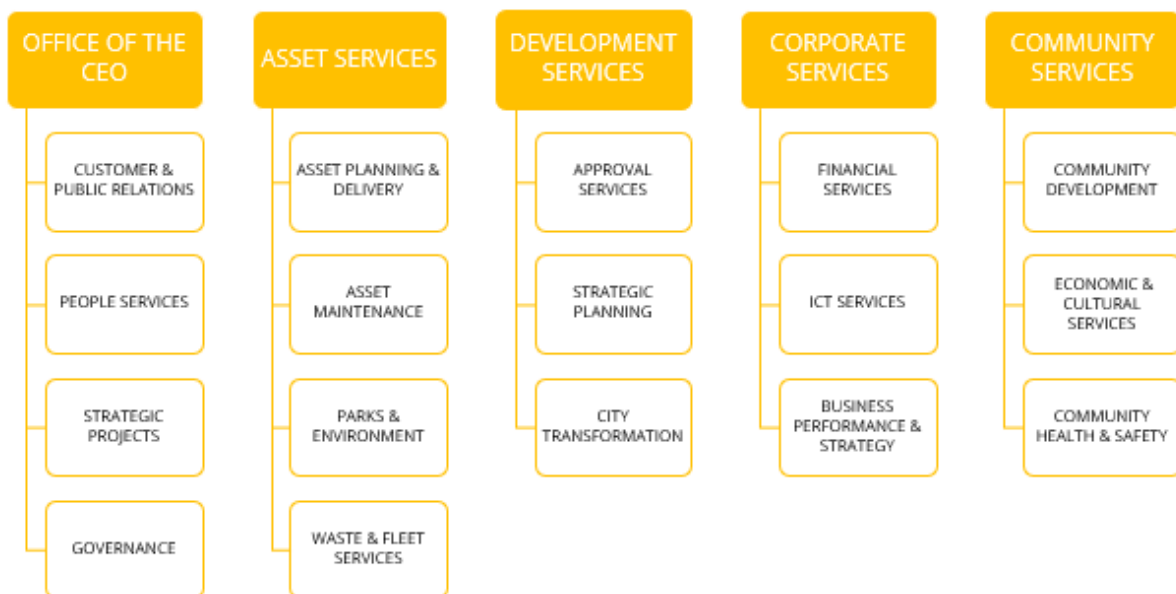
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Overseeing, developing and strengthening the Council's governance systems and frameworks in compliance with the Local Government Act, relevant regulations, and Australian governance standards. This role ensures effective management of Council meetings, robust risk management, and efficient record-keeping practices, contributing to a transparent and accountable Council. By providing strategic governance advice and supporting policy coordination, the Manager Governance assists the CEO, Council, and senior officers in making informed decisions that align with best practices.

Additionally, the role leads, guides, and supports the Governance Business Unit to establish and maintain an effective governance structure, enhancing organisational capability, performance, and compliance with legislative and management requirements.

KEY RESULT AREAS

GOVERNANCE AND LEGISLATIVE COMPLIANCE

- Develop, monitor, and enhance the corporate governance framework, ensuring compliance with all relevant legislation and policies.
- Oversee Council's decision-making processes, including the preparation, coordination, and publication of agendas, minutes, and other Council meeting documents in compliance with legislative standards.
- Provide governance advice to the CEO, Council, and Executive team on matters related to legislation, policies, and procedures.
- Manage and review statutory registers and ensure that the Corporate Compliance Calendar is accurately maintained and followed.
- Conduct internal investigations and manage compliance-related inquiries as needed.
- Develop and maintain internal governance frameworks and systems.

RISK MANAGEMENT AND BUSINESS CONTINUITY

- Maintain and oversee the City's risk framework, including managing risk registers, policies, and procedures for proactive risk management.
- Accountable for internal and external audits inclusive of risk management, business continuity and performance functions, ensuring compliance with relevant standards.
- Maintain and update the Enterprise Risk Management Framework to promote resilience and operational continuity.

COUNCIL AND COMMITTEE SUPPORT

- Oversee the preparation and publication of agendas, minutes, and related documents for Council Meetings, Forums, and Committees, ensuring they meet legislative requirements and align with Council expectations.
- Attend Council meetings to provide governance and procedural advice as required, supporting informed and compliant decision-making.

POLICY DEVELOPMENT AND REVIEW

- Manage the City's governance-related policy framework, including the review, update, and maintenance of policies, procedures, and local laws to ensure ongoing compliance and relevance.

- Collaborate with internal stakeholders to ensure policies reflect best practices and align with the City's strategic goals.

AUDIT AND COMPLIANCE MANAGEMENT

- Oversee compliance with the Local Government Act, associated regulations, and other relevant legislation to ensure the City's governance framework is robust and effective.
- Support the Audit Committee by providing necessary governance-related information to enable it to fulfill its statutory responsibilities.
- Complete the annual Compliance Audit Return and other regulatory submissions in a timely and accurate manner.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION

- Act as a liaison between the City, residents, government agencies, and community groups to support transparent governance practices.
- Engage effectively with key stakeholders, responding to governance-related inquiries and fostering positive relationships that support the City's governance objectives.

LEADERSHIP AND STAFF MANAGEMENT

- Provide leadership to the Governance Business Unit, ensuring effective resource management, performance evaluation, and professional development of governance staff.
- Build a positive and inclusive work environment that reflects the City's values and promotes accountability, excellence, and respect.
- Uphold a culture of safety and compliance by ensuring all staff and contractors within the Governance Unit understand and adhere to the City's Safety Framework.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Bachelor's degree in a relevant field (e.g., Law, Business Management, or a related discipline) and/or relevant experience.
- Certification in governance or legislative compliance (or equivalent)
- Master's degree in Business, Governance, or Leadership (desirable)

SELECTION CRITERIA

1. 5-7 years of experience in a governance or legal environment, preferably within local government.
2. Demonstrated experience in implementing governance frameworks, managing compliance, and overseeing Council meeting protocols.
3. Proven experience in leading governance-related projects and achieving strategic outcomes.
4. Proven ability to liaise effectively with Council members, the Executive team, and external stakeholders.
5. Skilled in resource management, budgeting, and strategic planning to support the effective operation of the Governance Business Unit.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Chief Executive Officer

DATE PD REVIEWED/APPROVED: 13 November 2024
