



Northern Peninsula Area Regional Council

Employment opportunity Governance Officer

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking a **Governance Officer**, to join the Corporate Services Team.

Reporting to the Manager Corporate Affairs, this position is responsible To provide governance, custodianship, quality assurance of the Corporate Governance and Risk Management frameworks to ensure both the corporate and legislative compliance

In this role you will have the opportunity to:

- To develop, implement and maintain Corporate Governance and Risk Management Frameworks, Policies, Standard Operating Procedures (SOPs) and Processes consistent with legislation, Council objectives, Council approved policies and organisational directives
- Regular quality assurance reviews and continuous improvement of Corporate Governance and Risk Management Frameworks, Policies, Standard Operating Procedures (SOPs) and Processes including recommendations for business improvement/process and re-engineering where appropriate
- To provide excellent direction support and efficient, effective, and compliant governance and risk management functions
- Coordinate and maintain control of updates to all Controlled Documents according to their review cycles consisting of:
 - Policies
 - Standard Operating Procedures (SOPs)
 - Templates
 - Forms
- Perform internal audits and report on compliance with Council Policies and Standard Operating Procedures.
- Accurate analysis and reporting on Governance and Risk Management systems.
- Ensure governance records are accurate and filed appropriately.
- Maintain nominated corporate and compliance registers, including those associated with the statutory delegations' framework.

In return for your valued contribution, you will be rewarded with:

- 3 Year Term Contract
- \$67,998 to \$83,092 per annum, plus superannuation dependant on qualifications
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essential Criteria

- High level of knowledge of:
 - corporate governance functions and strategic initiatives including Council processes, policies and systems, and risk and control concepts.
 - Risk Management concepts and functions
 - Working knowledge of ISO 31000:2018 Risk Management
 - Local government administration, including the statutory planning and reporting cycle.
- Relevant Diploma/Certificate/Tertiary qualification in an associated discipline or the ability to attain higher qualifications to Australian Qualification Framework Level 4 or above, or relevant experience.
- Practical experience in developing and implementing business improvement activities.
- Investigation skills.
- Demonstrated high level interpersonal, communication and customer service skills as well as the ability to negotiate for outcomes when dealing with competing priorities.
- Demonstrated commitment to equal employment opportunity, anti-discrimination, cultural diversity, workplace safety and quality assurance.
- Minimum of Queensland C Class provisional driver's licence.

Desirable Criteria

- Experience working in a Local Government.

PERFORMANCE INDICATORS:

- As required and expected workplace attendance rate, with consistent punctuality.
- Completion of all duties in a timely and efficient manner.
- Compliant notification to supervisor in respect to work absence and leave requirements.
- Compliance with all Council policies & procedures, with high regard to Confidentiality, Code of Conduct and WH&S procedures.
- Modelled high standard of behaviour and work ethics.
- Safe work practices developed and followed.
- Effective in building and sustaining professional relationships.
- Knowledge of physical and electronic use Council operating systems.
- Distinguishes between professional and private conduct and behaviour.
- Demonstrates flexibility to complete prioritized scheduled deadlines with importance.
- Utilizes resources to meet demand.
- High standards of work quality and behaviour.
- Workplace, Health and Safety is abided by and shared with others.
- Promotes positive behaviour to reflect NPARCs good standing within the community.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Wednesday 4th October 2023