



# Northern Peninsula Area Regional Council

## POSITION DESCRIPTION

|                        |   |                            |          |
|------------------------|---|----------------------------|----------|
| <b>Position number</b> |   | <b>Date of last review</b> | May 2023 |
| <b>Position Title</b>  | Governance Officer                                      |                            |          |
| <b>Classification</b>  | Stream A Band 2, Level 2 -4 Depending on Qualifications |                            |          |
| <b>Division</b>        | Corporate Services                                      |                            |          |
| <b>Section</b>         | Corporate Affairs                                       |                            |          |
| <b>Location</b>        | Injinoo Northern Peninsular Area Region                 |                            |          |
| <b>Employment Type</b> | Permanent Full-time                                     |                            |          |
| <b>Hours of Duty</b>   | 36.25 hours per week                                    |                            |          |
| <b>Supervisor</b>      | Manager Corporate Affairs                               |                            |          |
| <b>Direct Reports</b>  | Nil   |                            |          |

### Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

### Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging, and enriching the lives of our People, promoting unity and leading multi-generational change.

### Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

### Primary Objective of Position

To provide governance, custodianship, quality assurance of the Corporate Governance and Risk Management frameworks to ensure both the corporate and legislative compliance.

### Condition of Employment

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

### Work Health and Safety Responsibilities

The employee shall comply, so far as is practicable, with the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice, and Council's Workplace Health and Safety Policies and Procedures, and comply with instructions given by their Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

### Key Accountabilities:

Primary duties and responsibilities include:

- 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.

Additionally, you may be required to undertake other duties as lawfully directed by your manager.

## **Selection criteria**

### **Essential**

1. High level of knowledge of:
  - a. corporate governance functions and strategic initiatives including Council processes, policies and systems, and risk and control concepts.
  - b. Risk Management concepts and functions
  - c. Working knowledge of ISO 31000:2018 Risk Management
  - d. Local government administration, including the statutory planning and reporting cycle.
2. 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.
3. Practical experience in developing and implementing business improvement activities.
4. Investigation skills.
5. Demonstrated high level interpersonal, communication and customer service skills as well as the ability to negotiate for outcomes when dealing with competing priorities.
6. Demonstrated commitment to equal employment opportunity, anti-discrimination, cultural diversity, workplace safety and quality assurance.
7. Minimum of Queensland C Class provisional driver's licence.

### **Desirable:**

1. Experience working in a Local Government would be well regarded.

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Chief Executive Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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