

JOB TITLE
Governance Coordinator

CLASSIFICATION
Band 8

REPORTS TO
Manager Governance

WHAT WE TRUST YOU TO DELIVER



- Development and implementation of Governance strategies, policies, processes, and procedures to ensure organisational compliance with legislative obligations.
- Embed the Good Governance Framework across all Council departments.
- Actively pursue improvement opportunities for innovation which supports the development of Council's compliance program and culture.
- In partnership with the Manager Governance, respond to Councillor conduct matters and inquiries from oversight agencies (i.e. IBAC, Victorian Ombudsman, OVIC and LGI).
- Timely and accurate Governance advice to both External and Internal customers.
- Collaborative management style to staff under the position's control to ensure that Governance services are provided in a timely and professional manner.

WHAT YOU'LL NEED TO THRIVE



- Working knowledge of relevant legislation and Acts, including a strong understanding of the processes and requirements of Audit and Risk Committees, IBAC and LGI.
- Demonstrated ability to prioritise workload despite conflicting demands and complex interrelated issues.
- Experience in developing, reviewing, and implementing Governance strategies, policies, processes, and procedures in a political and sensitive environment.
- Strong interpersonal skills, with an ability to quickly establish credibility and gain cooperation from stakeholders to achieve positive outcomes.
- Ability to research and prepare clear and concise reports, briefing papers and presentations.
- The ability to attend out of hours Council meetings, Councillor Briefing Sessions to provide administrative support and Citizenship Ceremonies to assist with the smooth operation.
- Tertiary qualification in a professional discipline directly related to governance, together with experience in an administrative/legislative/governance function.

WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long-term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community.
VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



| CAPABILITY | Project Management | Change | Communication | Good Governance | Achievement |
|------------|--------------------|--------------|---------------|-----------------|----------------|
| LEVEL | 3 | 3 | 3 | 3 | 3 |
| CAPABILITY | Leadership Impact | Decisiveness | Agility | Care | Growth Mindset |
| LEVEL | 3 | 3 | 3 | 3 | 3 |