

<b>POSITION TITLE:</b>	Senior Governance Officer	<b>CLASSIFICATION:</b>	Band 7
<b>REPORTS TO:</b>	Coordinator Governance	<b>DIRECTORATE</b>	CEO's Office
<b>DEPARTMENT:</b>	Governance and Public Affairs	<b>TEAM:</b>	Governance

## OUR STRATEGIC CONTEXT



## PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

## VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

## VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

## COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

## HOW YOUR ROLE CONTRIBUTES

The Senior Governance Officer plays an integral role within the Governance team, managing the Civic Support Officer to deliver key governance tasks, including Council Meetings, Councillor briefings, Audit and Risk Committee Meetings, internal audit processes, and the maintenance of publicly available registers.

This is a new role that be responsible for reviewing updating and drafting Council policies, to ensure they align with Council's Policy Framework. It will also work with other teams across the organisation to assist them in improving their policies, providing an uplift to the entire organisation.

The successful candidate will also work closely with Councillors, providing oversight of their requests to ensure they are responded to and actioned efficiently and effectively, in line with Councillor and Staff interaction Protocol.

RESPONSIBILITIES	KEY OUTCOMES
Policy Development	<ul style="list-style-type: none"> <li>Council policies will be reviewed, updated, and drafted in line with the Policy Framework.</li> <li>All Governance policies will be maintained and updated as required.</li> <li>Teams throughout the organisation will be provided support to update their own policies, ensuring consistency and reducing policy gaps and overlaps.</li> </ul>
Councillor request management	<ul style="list-style-type: none"> <li>Councillor requests will be triaged and responded to efficiently and effectively.</li> <li>Councillors will be supported in their roles.</li> <li>The Councillor and Staff Interaction Protocol will be adhered to.</li> <li>Councillors will be proactively advised of the status of any requests, providing support to the Executive Team.</li> </ul>
Governance support	<ul style="list-style-type: none"> <li>Key Governance tasks, such as Council Meetings, Councillor briefings, Audit and Risk Committee Meetings, internal audit processes, and the maintenance of publicly available registers will be delivered to a high standard.</li> <li>The Civic Support Officer will be provided with guidance and support.</li> </ul>

## KEY WORKING RELATIONSHIPS



**Direct reports:** Civic Support Officer

**Internal:** Executive Manager Governance and Public Affairs, Coordinator Governance, Executive Team, Councillors, relevant Council departments and subject matter experts.

**External:** Members of the public, Governance networks.

## REQUIRED EXPERIENCE, SKILLS, AND COMPETENCIES

## REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> <li>Efficiently manage resources within defined objectives and budgets to ensure quality and cost-effectiveness. This includes planning, allocating, and monitoring resources to meet the Councils goals.</li> <li>Capability to offer expert advice or regulate client actions in accordance with established policies, involving understanding and interpreting policies, and providing clear guidance to clients, ensuring compliance and accuracy with decisions subject to appeal or review by senior employees.</li> <li>Capacity to contribute to policy development through investigations, data analysis, and clear presentation of findings, ensuring outputs meet organizational standards and objectives by identifying key issues, gathering relevant data, analysing trends, and presenting insights coherently.</li> </ul>
Judgement and decision making	<ul style="list-style-type: none"> <li>Ability to assess well-defined objectives and selecting the most appropriate methods, technologies, or processes from a range of alternatives by leveraging extensive professional knowledge and experience, evaluating different options based on feasibility, efficiency, and effectiveness to make informed decisions that align with Councils goals.</li> <li>High level of competence in addressing complex or technical issues that demand innovative and effective solutions by identifying root causes of problems, brainstorming potential solutions, evaluating their feasibility, and implementing the most effective ones through creative thinking and technical knowledge.</li> <li>Ability to make impactful decisions that significantly influence Councils outcomes by aligning actions with strategic objectives and applying advanced problem-solving skills while ensuring accountability for decisions made to maintain transparency and effectiveness</li> </ul>
Management Skills	<ul style="list-style-type: none"> <li>Skills in managing time, setting priorities, and planning and organising work efficiently.</li> <li>Understanding of personnel practices such as equal employment opportunity, occupational health and safety, and employee development with the ability to implement these practices effectively.</li> <li>Ability to manage resources and achieve objectives within set timelines and available resources.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>Skilled in building cooperation and gaining support from clients, the public, and other Employees to efficiently manage activities and supervise team members.</li> <li>Able to collaborate with external stakeholders and internal teams to address specialist issues by effectively communicating, building strong relationships, coordinating efforts across functions, and resolving cross-functional challenges efficiently.</li> <li>Proficient in fostering positive relationships and facilitating effective communication to achieve organisational objectives and resolve problems.</li> </ul>
Qualifications, Specialist knowledge and skills	<ul style="list-style-type: none"> <li>A degree or diploma in Business Administration or related field is preferred, though lesser formal qualifications may be acceptable with equivalent work experience.</li> <li>Lead Council policy formation, review and updating inline with current legislation and Council's Policy Framework</li> <li>Ability to communicate effectively with Councillors and ensure that they are supported, provided sound advice and proactively advised of the status of any requests, providing support to the Executive Team.</li> <li>Provide guidance and support to the Civic Support Officer</li> </ul>

- Manage key Governance tasks, such as Council Meetings, Councillor briefings, Audit and Risk Committee Meetings, internal audit processes, and the maintenance of publicly available registers will be delivered to a high standard.
- Must possess a current Working with Children Check/Valid Police Check or be willing to obtain both prior to commencing employment
- Licensing and Background Checks: Current Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).

#### Capability Framework: Level 2 Accomplished

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

Project Management	Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.
Change	Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.
Communication	Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.
Good governance	Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.
Achievement	Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement
Leadership Impact	Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.

#### WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity, and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise   We are Responsive   We are Transparent   We are Consistent   We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: