

Position Title	Governance Officer
Position Number	1130
Division	ORGANISATIONAL DEVELOPMENT
Branch	Governance
Salary Level	Level 6
Reports to	Executive Manager Organisational Development
Principal Collateral Relationships	General Manager Group Managers Managers Integrated and Corporate Planning Officer

#### Position Objectives

- Manage Council's governance framework and appropriate systems of corporate governance effectively to ensure Council's statutory compliance activities are met.
- Manage Council's Policy and Procedures Registers and any other governance guidelines as required.
- Keep the General Manger updated on any legislative changes in the Local Government Act 1993 (NSW) (NI).
- Advise and support the Executive Manager Organisational Development on matters of governance.
- Working closely with the Integrated and Corporate Planning Officer to ensure that the Integrated Planning and Reporting Framework is adhered to.

#### Key Accountabilities

- Provide support to the Integrated and Corporate Planning Officer in the development and periodic review of the IPR documents: Community Strategic Plan, Delivery Plan, Operational Plan and the Resourcing Strategy.
- Develop, implement and delivery systems, services, policies, procedures and registers that reflect best practice and embrace all aspects of Council's governance and compliance requirements.
- To identify, develop, coordinate, implement and maintain governance activities of Council ensuring compliance under a legislative framework which apply to the Norfolk Island Regional Council (NIRC) employees, contractors and visitors.
- Collaborate across the organization to ensure critical deadlines are met to improve quality and timeliness of processes and services.
- Manage Council's Gifts and Benefits Register and the ordering of business cards, for staff and councillors in need of such cards, on behalf of the General Manager.
- To review and keep up-to date Council's corporate style guide in consultation with the General Manager's Office.
- Manage Council's Policy Framework, including review of policies and protocols to ensure currency, relevance and compliance with legislation and Council's Operational Plan.

- Coordinate the review, promotion and implementation of the Code of Conduct, including staff inductions, period staff awareness sessions, and provision of advice to staff at all levels.
- Provide advice on aspects of Governance activities and for inclusion in staff inductions.
- In conjunction with Human Resources identify and coordinate compliance training for staff in a variety of Council operations and functions.
- In conjunction with the Risk and Internal Audit Officer, provide administrative support to Council's Audit Committee, including monitoring of internal governance audit activities.
- In conjunction with the Risk and Internal Audit Officer, assist with Council's insurance claims and/or annual renewals as required.
- Act in accordance with Council's Code of Conduct.
- Undertake duties and act at all times in accordance with Council's WHS Policy and Procedures.

#### Competencies

- Demonstrated skills and experience in policy development and systems organization of governance functions
- Proven analytical, problem solving and researching skills
- Proven organizational skills with the ability to work under pressure and meet set deadlines
- Demonstrated ability to build relationships and work effectively in cross disciplinary teams
- Highly developed oral, written and interpersonal communication skills and demonstrated ability to use various computer software.
- Demonstrated understanding of local government legislative governance compliance activities.
- Behaviour that positively demonstrate commitment to Council's ICARE values.

#### Qualifications and Experience

- Diploma qualification in Legal, Governance or Business Administration or a relevant Local Government discipline.
- 3 years + relevant industry experience in a governance role.

#### Acknowledgement

This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes

Date Authorised

July 2019