

## Position Description – Governance Manager

<b>Job Title:</b>	Governance Manager
<b>Reports To:</b>	Manager Executive Services

### Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

### Organisational Expectations

#### Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

#### Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

Respect	Service	Integrity	Teamwork	Sustainability
<i>starting point</i>	<i>this is what we do</i>	<i>how we do it</i>	<i>working together</i>	<i>outcome</i>
<ul style="list-style-type: none"> <li>▪ We listen to people</li> <li>▪ We treat people fairly and consistently</li> <li>▪ We embrace diversity and opinions</li> <li>▪ We treat others as we wish to be treated</li> </ul>	<ul style="list-style-type: none"> <li>▪ We seek to understand the needs of those we serve</li> <li>▪ We strive to exceed expectations</li> <li>▪ We communicate clearly</li> <li>▪ We take a positive approach</li> <li>▪ We are proud to serve our community</li> </ul>	<ul style="list-style-type: none"> <li>▪ We are ethical and honest</li> <li>▪ We take responsibility for our actions</li> <li>▪ We act within statute and law</li> <li>▪ We take pride in the manner in which we perform our duties</li> </ul>	<ul style="list-style-type: none"> <li>▪ We promote a friendly, supportive work environment</li> <li>▪ We inspire and encourage innovation</li> <li>▪ We develop and maintain relationships</li> <li>▪ We work collectively to achieve common goals</li> <li>▪ We work collaboratively with our community and external partners</li> </ul>	<ul style="list-style-type: none"> <li>▪ We focus on the future</li> <li>▪ We respect the environment</li> <li>▪ We demonstrate leadership by example</li> </ul>

### Job Purpose

This position ensures that the risk management and governance functions are robust and aligned to contemporary practice. Under delegations from the Manager Executive Services, the Governance Manager will be responsible for:

- Developing Council-wide governance policies, frameworks and protocols.
- Systematically reviewing Council's policies across all functions and activities to ensure consistency, best practice and clarity for staff, Councillors and the community.
- Ensuring that Council's enterprise risk management (ERM) policies, practices, risk register and other related matters are thoroughly developed and implemented across all Council operations and services.
- Coordinating the review, development and implementation of Council's various corporate planning and reporting documents, policies and processes.
- Ensuring that Council's fraud and corruption control mechanisms reflect best practice and are being implemented across all Council operations and services.

- Coordinating the review, development and implementation of Council complaints management policies and processes.

As a Departmental Manager and a member of the senior leadership team of the Division, more general accountabilities include:

- Contributing to leadership and strategic planning;
- Financial, operational and service planning and management;
- Managing risks and ensuring compliance with numerous statutory requirements within the Department and across Council more broadly; and
- Actively promoting and demonstrating Council's vision, mission and values.

Description	Performance Criteria
<b>Leadership and Planning</b>	
Provide strong leadership and professional direction to establish and maintain a strong governance function for Council.	<ul style="list-style-type: none"> <li>• Governance Department provides a strong foundation for Council to move forward.</li> <li>• Satisfactory progress on conducting and reporting against the key audits and reviews in the plan.</li> <li>• Improvements to the performance of Council in managing risks and operations.</li> <li>• Council's reputation for ethical behavior.</li> </ul>
In conjunction with the Manager Executive Services and Director, develop the work program for the Governance area taking account of the key risks facing Council and the prioritisation of issues.	
Build constructive relations across all Divisions and Departments to break down silos and foster an environment of trust and teamwork.	
Assist the Executive Management Team to set the ethical tone of the organisation and role model conduct that aligns with the organisational values.	
Have an understanding of current professional governance issues, technology, political, economic, industry, employment, social trends and developments and regulatory changes which may impact on current Council operations or which may create new opportunities for Council to extend or improve existing services.	
<b>Managing and Operating</b>	
Conduct a systematic review of Council policies and procedures to ensure consistency and alignment with contemporary practice, and write new policies as gaps are uncovered.	<ul style="list-style-type: none"> <li>• Council policies are up to date, well understood and fit for purpose.</li> <li>• ERM processes and registers are up to date and effectively deployed across Council.</li> <li>• Governance projects are managed and conducted professionally and effectively and achieve the desired outcomes.</li> <li>• Line management and Councillor feedback that governance procedures and policies have been enhanced and are working as intended.</li> <li>• MBRC's reputation for probity, good governance and good risk management is enhanced.</li> </ul>
Research and prepare best-practice policies, frameworks and protocols on key governance matters.	
Develop, publicise and educate staff at all levels on Council's ERM system and its requirements, inclusive of updating and maintaining Council's <i>risk register</i> .	
Review any legislation that may affect or impact on Council's and its services and initiate changes as needed to policies, practices, staff and Councillor education.	
Report regularly to the Manager and Director on progress against the Department's work program and policy agenda.	
Ensure Council's corporate planning and reporting documents clearly outline Council's strategic objectives, strategies and actions to achieve these objectives, and how Council's will report on its corporate performance.	

<b>Quality, Safety and Compliance</b>	
Ensure that Council complies with all relevant regulatory and compliance obligations as they relate to financial and operational management.	<ul style="list-style-type: none"> <li>• Council complies with its financial management and legislative obligations</li> <li>• Risks are known and effectively mitigated.</li> </ul>
In conjunction with the Manager and Director, develop and implement a professional and thorough approach to identifying and improving the management of risks across Council.	
<b>Governance and Reporting to Council</b>	
Provide expert advice to the Manager, Director and CEO on governance matters and the handling of sensitive cases.	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of monthly and/or special reports to Council.</li> <li>• Good working relationships are maintained with other Managers, Directors, the CEO, and Councillors</li> </ul>
Ensure records generally across the Department are kept in a manner consistent with the <i>Archives Act</i> and enable information to be shared effectively across the Department and with all other areas Council to aid decision-making.	
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation.	

### Position Dimensions

Staff Resources: 3 FTE  
 Departmental budget: ~\$500k operating budget

### Decision Making Authority

Policy: Develops new policies and procedures for formal approval, interprets and applies policies.

Delegations: Delegations under the *Local Government Act 2009*, and as directed and published in Council's *Delegations Register*.

### Knowledge, Experience, Qualifications and Attributes

- Tertiary qualifications in a legal, business or other relevant discipline are essential, with advanced qualifications in corporate governance being well regarded.
- An extensive knowledge of corporate governance as it applies to large and complex organisations and significant experience leading this function in a local government setting, or in a large and complex organisation.
- Ability to understand risk and governance and provide strategic and operational advice to advocate for improvements to EMT and Council.
- Demonstrated experience in managing complex and multi-faceted reviews, building effective corporate governance infrastructure, and working with management to achieve necessary change.
- Analytical and outcome focussed, with the ability to manage competing demands in a complex environment.
- Strong presentation and communication skills, both written and verbal, the ability to act in an influencing/persuasive manner and the capacity to work well across all stakeholder groups.
- Credible, flexible, intuitive and highly ethical.
- Demonstrated organisation and coordination skills and the ability to manage workload priorities.

**Approved by:** \_\_\_\_\_ **(Director)**      **Date:** \_\_\_\_\_

**Accepted by:** \_\_\_\_\_ **(Incumbent)**      **Date:** \_\_\_\_\_

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- Council is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying
  - All staff will be expected to comply with Council's Code of Conduct and the provisions of the *Local Government Act*
  - Smoking is prohibited in all Council buildings and vehicles