

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

### Senior Governance and Integrity Business Partner

<b>Directorate</b>	Finance and Corporate Services	<b>Department</b>	Governance and Executive Services
<b>Reports To</b>	Governance Manager	<b>Direct Reports</b>	No

### Position Purpose

The Senior Governance and Integrity Business Partner will partner with leaders and team members across the organisation to provide proactive and responsive coaching and advice on all governance matters including the interpretation and application of policies, processes and practices.

This role is proactive about positioning the organisation to meet its governance obligations under relevant legislation, ensuring a balanced and risk-based approach to monitoring compliance and the integration of governance activities and processes into business-as-usual practice.

The role will also promote the highest standards of ethical behaviour and will have a significant impact on the quality of Council's corporate governance and integrity culture.

### Key Responsibilities and Outcomes

#### Operational

As a Senior Governance and Integrity Business Partner and member of the Governance and Executive Services team you will:

- Support the delivery of the Governance and Integrity Plan and partner with department leaders to implement initiatives aligned to the strategic priorities.
- Develop an effective business partnership with key stakeholders and partner with department leaders to understand their business requirements, identify trends, develop solutions and strategies to meet their short and long term operational requirements.
- Provide high level governance advice and information to leaders in relation to complaint management, legislative compliance, fraud and corruption control and other related matters.
- Coach and provide expert advice to leaders on governance initiatives to build effective leadership capability within the relevant department.
- Lead customer complaint and fraud investigations to resolve complex issues, ensuring timely escalation in accordance with policies and procedures.
- Contribute to the development and review of, and maintain knowledge of governance policies, procedures and contemporary practices.
- Contribute to the design, development and delivery of governance and integrity-based training programs, tools and templates.
- Partner with the broader Governance team to deliver governance projects and programs.
- Providing insight into trends to the Governance team on organisational challenges and governance capability requirements to inform future governance initiatives.
- Contribute to the development of governance reports, briefing papers, presentations and other material for consideration by the Executive Leadership Team, Council and the Audit Committee.
- Support and maintain good working relationships with external agencies including the Office of the Ombudsman and the Department of Local Government.

#### Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

### Decision Making

**Budget** - N/A

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

### Knowledge & Experience

- Considerable experience in a governance, policy, legal or legislative reporting role (preferably Local Government).
- Specialist knowledge and skills in interpreting legislation relating to local government operations, in particular the *Local Government Act 2009*, and other legislation and best practice guides relating to public sector ethics, complaint management, risk management, compliance management, fraud control, corporate planning and performance.
- Highly developed writing, analytical and problem-solving skills; and a demonstrated ability to apply these skills to governance and integrity matters within a public sector organisation.
- Highly developed stakeholder management skills with a demonstrated ability to work sensitively and collaboratively at all levels of the organisation, with a strong focus on provision of quality customer service.
- Excellent verbal and written communication skills including experience in writing and producing correspondence, reports, presentations and submissions to a high standard.
- Proven ability to prioritise work, manage conflicting priorities and meet deadlines.
- Demonstrated commitment to continuous improvement, with a strong focus on increasing awareness and achieving strategic results.

### Qualifications

- Bachelor degree in Public Policy, Public Administration, Political Science, Business, Law or other relevant tertiary qualification is essential.
- Considerable relevant experience in a governance, policy, corporate planning, or legislative reporting role.
- Current C Class Drivers Licence.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*