



POSITION DESCRIPTION

POSITION TITLE:		Senior Governance Coordinator			
POSITION NO:		403002	CLASSIFICATION:		SEO
DIVISION:		Governance, Communications and Customer Experience			
BRANCH:		Governance and Integrity			
UNIT:		Governance Support			
REPORTS TO:		Manager Governance and Integrity			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

The position is responsible for promoting and ensuring good governance practice in Council to:

- support a culture of good governance across the organisation.
- promote a shared understanding and learning of the governance framework for local government.
- educate staff to navigate the governance requirements impacting on our roles.
- develop and build relationships to promote a mindset of “doing the right thing”.

The position is also responsible for managing Council and Executive meeting processes.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Governance Support Unit forms part of the Governance and Integrity Branch and contributes directly to the achievement of the organisational goals as adopted from time to time. The incumbent is required to pursue Branch goals through effective teamwork within the Branch and with colleagues in other branches and divisions, developing sound and productive working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIP

Position reports to:	Manager Governance and Integrity
Position Supervises:	Governance Officer Governance Officer
Internal Relationships:	The incumbent is required to liaise with all levels of staff within the organisation including the Chief Executive Officer, General Managers, Managers and Councillors.
External Relationships:	The incumbent is required to negotiate and maintain a professional relationship with representatives of other levels of government, local government representatives, community and cultural organisations, residents, and the public.

KEY RESPONSIBILITY AREAS AND DUTIES

General

- Oversee the performance of the Governance Support Unit
- Ensure relevant matters are proactively reported to the Manager Governance and Integrity, General Manager Governance, Communications and Customer Experience and Executive Leadership Team where required.
- Provide expert advice and guidance on matters relating to the duties of the role.
- Develop and maintain the policy and delegation's registers for whole of Council,
- Develop and maintain Council's key governance registers (e.g. Committees terms of reference, gift register etc.)

Governance

- Manage Council (including Planning Development Committee) and Executive meeting processes including agendas, minutes and be an expert with Council's Governance Rules.
- Manage Council agenda management system.
- Manage requests for Council Elections.
- Attendance at out of business hours Council meetings and Planning Development Committee meetings is required.
- Implementation and maintenance of corporate governance systems to ensure the

Council operates effectively and efficiently and is acting within and complies with its legislative responsibilities.

- Manage and maintain Council's delegations register and associated instruments of delegation.
- Manage and maintain Council's policy register.
- Perform secretariat role for the Audit and Risk Committee.
- Maintain records and registers related to Council's governance responsibilities.
- Oversee Council's advisory committees.
- Manage Privacy framework with appropriate legislation.
- Manage the Governance Support budget.
- Oversee Council's administration of Citizenship Ceremonies.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Senior Governance Coordinator is directly responsible to the Manager Governance and Integrity, for the provision of efficient and effective governance support services including developing effective relationships with the Mayor and Councillors, Chief Executive Officer, General Managers, Managers and the community.

The authority and freedom to act in the position is subject to clear objectives, goals and budgetary constraints as determined by Council, the requirements of the *Local Government Act 2020* and 1989 and other relevant Regulations and professional standards. Actions taken are subject to review or appeal.

Decisions taken by the incumbent may have an effect on the outcome of programs and on the public perception of the Yarra City Council.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day-to-day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGEMENT AND DECISION MAKING

The Senior Governance Coordinator exercises judgement and adaptability in evaluating and deciding on appropriate methods, procedures, and practices for achieving objectives and in reviewing and recommending improvements to those methods, procedures and practices under the direction and guidance of the Manager Governance and Integrity, in respect of Governance Issues.

Judgement, originality and creativity is sometimes required in making decisions which can be complex in nature, and which may relate to problems or issues which are new or not previously encountered.

The position requires decision making under the guidance of the Manager Governance and Integrity in respect of Governance Issues based on understanding and knowledge of Council's goals and objectives as they relate to the function.

SPECIALIST KNOWLEDGE AND SKILLS

- An excellent knowledge of the Local Government Act 2020
- Understanding of Council meeting procedures and protocols.
- A good understanding of and ability to use Microsoft of software applications.
- An excellent ability to interpret, format and edit written information supplied.
- An excellent knowledge of office administration systems.
- Ability to establish and adhere to high quality standards in the preparation and presentation of written documentation.
- Ability to understand Council's long-term goals and objectives.

MANAGEMENT SKILLS

- Ability to receive and apply direction in the planning, prioritisation and organisation of work schedules, in accordance with established standards and timelines.
- Ability to cope with changing and conflicting demands as directed from time to time.
- Ability to evaluate and recommend enhancements to governance functions and processes.
- High-level problem-solving capability and ability to resolve issues rationally through discussion, negotiation and teamwork.

INTERPERSONAL SKILLS

- Ability to deal effectively and courteously with Councillors and all levels of staff within the organisation.
- Well-developed written and verbal communication skills.
- An awareness of the importance of exercising discretion and maintaining confidentiality in a politically sensitive environment.
- A commitment to quality customer service and the ability to respond to all enquiries efficiently and professionally.
- Ability to work in a team environment.

QUALIFICATIONS AND EXPERIENCE

- High level management experience in governance and general office functions at local or State government level or appropriate equivalent experience in the private sector desirable.
- Degree or Diploma in Governance, Risk, Business Management, or other relevant discipline plus postgraduate experience or lesser formal qualifications with extensive and diverse experience, or intensive specialist experience.

KEY SELECTION CRITERIA

- Demonstrated capabilities in the quality preparation of Agendas, Minutes, and Reports.
- An excellent understanding of and experience in interpreting Legislation, Regulations and Local Laws, in particular the *Local Government Act* 2020 and 1989, and any Regulations made thereunder.
- Highly developed people management skills including communication, influencing, negotiation, performance management, conflict resolution and interpersonal skills.
- High level written and verbal communication and facilitation skills including the ability to prepare and present clear reports on complex governance and other matters.
Demonstrated leadership and management skills including the ability to determine workflow priorities, assume responsibility for the delivery of outcomes and the development, coaching and guidance of staff.