

Principal Governance and Integrity Business Partner

Position Description

Directorate	Finance and Corporate Services	Department	Governance and Executive Services
Reports To	Governance Manager	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 8

Position Purpose

The Principal 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 also provides specialist advice and leadership in the development, implementation and continuous improvement of Council's compliance, risk, and complaint management frameworks and programs.

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

As a Principal Governance and Integrity Business Partner and member of the Governance and Executive Services Department you will:

- Contribute to the development and drive 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, delegations, risk management, policy management and other related matters.
- Coach and provide expert advice to leaders on governance initiatives to build effective leadership capability within the client (Directorate/Department) function.

- Lead the implementation and continuous improvement of Council's complaint management framework including leading customer complaint investigations and maintaining the complaint register.
- Lead the implementation of Council's legislative compliance roadmap including change management and business process improvements to support improved compliance management.
- 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.
- Coach and develop governance and integrity team members to deliver day to day advice, support and coaching for leaders and team members.
- Providing insight into trends to the Governance team on organisational challenges and governance capability requirements to inform future governance initiatives.
- Contribute to the timely 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

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

Decision Making	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

- Knowledge & Experience**
- Extensive 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.
- Extensive experience in a governance, policy, corporate planning, or legislative reporting role.
- Current "C" Class Driver's Licence.

Note: 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.