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**POSITION DESCRIPTION**

**GOVERNANCE OFFICER**

1. **TITLE**

Governance Officer

1. **DEPARTMENT**

Corporate Services

1. **SALARY & CONDITIONS**

Level 7. Salary and Conditions as per the Local Government Officers (WA) Award 2021 (Dependent on qualifications and experience).

1. **ORGANISATIONAL RELATIONSHIPS**

Responsible to:

Executive Manager Corporate Services

1. **KEY TASKS/RESPONSIBILITIES**

**Audit and Compliance**

* Monitor and manage the Shire’s compliance with the *Local Government Act* 1995, Regulations and other relevant legislation
* Manage and maintain all statutory registers, ensuring they are current and comply with Acts and Regulations
* Facilitate the review and maintain the requirements of the Register of Delegations and associated registers.
* Maintain and update the Compliance Calendar
* Manage the preparation of the Annual Compliance Audit Return
* Liaise with regulatory and industry bodies to keep up-to-date with legislative amendments
* Ensure the Shire’s website contains all information required by legislation
* Coordinate the issue of both primary and annual returns
* Coordinate the issue of both primary and annual returns, and related party disclosures, to ensure that they are completed, returned by the required date and registered into the Shire’s records management system
* Facilitate the review of the Shire’s Local Laws

**Policies**

* Manage the Council and organisational policy review process, including leading policy reviews with the Executive Team.
* Manage the Council and Operational Policy documentation and communication.

**Leasing**

* Manage the leasing requirements for all Council properties, including residential, those for community purposes, and aged accommodation.
* Periodically review the methodology for leasing, including development of relevant policies and procedures.

**Planning Framework**

* Manage progress reporting for key plans, include the Corporate Business Plan

**Risk Management**

* Review the Shire’s Risk Management Framework
* Undertake actions to integrate risk management into the organisational culture
* Undertake the tri-annual review of the Shire’s Business Continuity Plan

**Other**

* Lead process reviews and improvement initiatives
* Provide backup for the HR/OSH Coordinator and Executive Assistant as required
* Assist with Local Government Elections

**6. Extent of Authority**

* Within the limits of Council policy and legislative constraints

**7. Selection Criteria**

**Essential**

* Relevant experience in governance within a local government environment, together with sound knowledge of the Local Government Act 1995 and Regulations.
* Effective organisational and time management skills, with the ability to work autonomously and achieve deadlines.
* Excellent interpersonal skills, with the ability to lead internal projects in a cohesive and collaborative manner.
* Excellent written and verbal communications skills, with a commitment to quality outcomes.
* High level problem solving, research, and analytical skills and experience, including the ability to present findings in an appropriate manner.

**Desirable**

* Sound understanding of property leasing as it relates to residential and community purposes.