

## Manager Governance, Strategy and Risk

<b>Classification:</b>	Common Law Contract
<b>Agreement:</b>	Local Government Industry Award 2020
<b>Department:</b>	Governance
<b>Directorate:</b>	Corporate Services
<b>Location:</b>	Administration Office
<b>Date reviewed:</b>	October 2023
<b>Approved by:</b>	Director Corporate Services

### Commitment to the Shire

#### **Our Vision for the Shire of Broome**

A future, for everyone.

#### **Our Aspirations**

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

#### **Our Values**

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

## **Position Purposes and Objectives**

Reporting to the Director Corporate Services, this role is responsible for managing corporate governance, customer services, risk and procurement as well as coordinating Integrated Planning and Reporting requirements.

The position ensures the effective operation of administrative and governance functions and is responsible for ensuring that the Shire meets all legislative, statutory, policy and performance obligations.

## **Position Key Responsibilities and Duties**

### **Corporate / Organisational:**

- Manage the Governance and Administration Department ensuring that all responsibilities, functions and programs are performed and executed in a professional, efficient and timely manner.
- Oversee and provide administrative support to Elected Members, including the provision of advice on policy and legislative interpretation.
- Provide professional advice and ensure Council processes are compliant with the requirements of the Local Government Act 1995, associated Regulations, Local laws and guidelines of the Department of Local Government.
- Oversee the delivery of Council's Integrated Planning and Reporting Framework requirements including the delivery of a community engagement program at least every 4 years.
- Oversee the management of the Shire's procurement and contract management functions to minimise risk and ensure legislative compliance and probity.
- Coordinate the development, implementation and review of organisational service delivery and business unit plans to ensure they are aligned with Council's strategic documents.
- Manage the Local Government Election process and ensure elections are conducted in a manner which meets statutory requirements.
- Oversee Councils Strategic Risk Management Framework in compliance with Regulations 16 and 17 of the Local Government (Audit) Regulations 1996 including operational, audit and reporting requirements.
- Manage and monitor the delivery of Council's Customer Service Charter objectives.
- Oversee Cemetery administration processes to ensure compliance with the Cemeteries Act 1986 and the Shire of Broome Cemeteries Local Law.
- Facilitate and build a culture of accountability and compliance through the implementation of governance, procurement and risk training, inductions and on-boarding programs and guidance to all staff.

### **Key Activities**

- Manage and maintain Council's corporate publications in line with statutory requirements including the preparation of the Annual Report and the Compliance Audit Return, and review of Policy and Procedure Manuals, the Register of Delegations and Local Laws.
- Coordinate the Shire's procurement, contract management and risk processes and audits to ensure legislative compliance.
- Manage the Shire's insurance schedules and processing of insurance claims.

- Manage Council's deliberative processes and ensure that the agenda and minutes for all Council meetings, Committees and forums are prepared in accordance with Council's expectations and comply with legislative requirements.
- Attend Council meetings and forums as required, ensuring they are effectively managed in accordance with Council and legislative requirements, and facilitate the effective and timely implementation of all Council resolutions.
- Prepare reports for Council meetings and forums and in consultation with the Chief Executive Officer and Director Corporate Services, respond to requests for information and advice from Elected Members.
- Principal Public Interest Disclosure liaison and responsible for ensuring public enquiries, complaints and correspondence are appropriately actioned in line with policy and legislation with the aim of maintaining a strong customer focused service and good public relations image.
- Prepare, coordinate, and monitor the departmental annual budget to ensure organisational targets are achieved.
- Authorise requisitions and payment requests, and release purchase orders in line with Council budget within the scope of Expenditure Authorisation Limits Policy.
- Undertake other duties as required within the scope and level of this position as directed by the Director of Corporate Services.

## **Organisational Responsibilities**

### **Human Resource Management**

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

### **Occupational Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

### **Compliance:**

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

### **Budget:**

- The incumbent will have responsibility and authority for the prudent management and achievement of adopted budgeted funds and project and strategic outcomes in agreement with the Director Corporate Services.

### **Organisational:**

- To develop and review policies and procedures.
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

### **Organisational Relationship/Context**

<b>Reports to:</b>	Director Corporate Services
<b>Supervises:</b>	Senior Administration and Governance Officer Senior Procurement and Risk Officer Senior Customer Service Officer 3 x Customer Service Officers
<b>Internal Contacts:</b>	Chief Executive Officer and Directors Management Coordination Group All staff as required
<b>External Contacts:</b>	Councillors Committee and Working Group Members Public and Ratepayers Business and professional groups Government agencies Other local governments
<b>Performance Review:</b>	Probation period – first six months of employment Performance Appraisal conducted annually
<b>Delegated Authority:</b>	This position has delegated authority from the Chief Executive Officer to authorise requisitions and release purchase orders in accordance with Council policy and procedures.

## Key Selection Criteria

### Essential:

- Significant experience at a senior level preferably in a local government governance environment.
- Comprehensive knowledge of the Local Government Act 1995 and associated Regulations and administrative processes, with an ability to interpret and apply other legislation.
- Experience in strategic and corporate planning in a local government context.
- Demonstrated knowledge of procurement and risk management and experience in its practical application within a local government environment.
- Highly developed organisational and administrative skills, with proven ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and achieve outcomes.
- Highly developed interpersonal, conflict resolution, negotiation, facilitation and public speaking skills with the ability to communicate with a wide range of people and groups to ensure delivery of a high level of customer service.
- Excellent decision making and problem-solving ability which accommodates business, political and organisational sensitivity with the appropriate level of discretion and confidentiality.
- Previous experience in developing, implementing and reviewing policies, local laws, strategies and procedures.
- Advanced computer literacy particularly in Microsoft programs with an ability to implement new software or system improvements.

### Qualifications and/or Training:

- Tertiary qualifications in Business/Commerce/Law or similar relevant area and/or extensive experience in a similar role.
- Commitment to ongoing personal and professional development training as required.

### Desirable:

- Previous relevant Local Government or Public Sector experience.
- Exposure to legal practices and procedures.
- Strong background in budget preparation and monitoring.
- Experience in Integrated Planning Frameworks and Service Delivery.

**Please note:** it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.