

POSITION DESCRIPTION

Manager Governance and Civic Support

Position number		GOV02
Directorate		Office of the Chief Executive Officer - Currently
Service unit		Governance and Civic Support
Classification		Senior Officer
Organisational relationships	Reports to	Chief Executive Officer - Currently
	Directly supervises	Coordinator Governance
	Internal relationships	Governance Team, Management Team, Councillors, Council staff
	External relationships	Contractors, rate payers, consultants. community
Probation period		6 months (applies to all new employees)
Approved by (position title)		Chief Executive Officer
Date		August 2024
Position purpose		<p>The Manager Governance and Civic Support leads and directs the Governance Unit and is accountable for implementing a workplace culture aligned to high performance and continuous improvement focused on delivering exceptional governance, risk management, corporate planning, customer service and community outcomes.</p> <p>The role provides key leadership support to the senior executives of Moorabool Shire Council and is instrumental in providing strong, balanced and unbiased leadership to drive ethical and efficient practices that ensure that the decisions of Moorabool Shire Council are aligned to both legislative requirements and community expectations. This role will suit a values driven and experienced Governance executive who demonstrates high levels of emotional intelligence and integrity.</p>

Key responsibilities and duties

Leadership

Act as a trusted advisor to the CEO on matters pertaining to organisational Governance, Councillor relationships, strategy, leadership and change.
Lead and manage the Governance Team to ensure staff wellbeing and cultivate a positive workplace culture that supports the provision of high performing strategic and professional services across Moorabool Shire Council.
Drive the ongoing development of a customer service culture across the organisation, supported by effective policy and process frameworks.
Ensure that effective and efficient structures and delegations are in place to ensure that staff have a clear understanding of their roles and responsibilities.
Build trusted partnerships with elected representatives, executives and management to provide opportunities for cross collaboration and problem solving.

Technical

Responsible for ensuring that Council satisfies all legislative requirements in relation to the function of the Council, including Council meeting arrangements, agendas and minutes for meetings and all other aspects of dealing with the Council.
Ensure the management of the property portfolio is to a high standard including preparation of leases and licences, review of leases and licences, the provision of advice to the Council on lease and licence matters and on the disposal of any landholdings surplus to needs.
Provide/Source accurate advice and action on road matters such as licencing of roads, declaration of unused roads and discontinuance of roads.
Co-ordinate Freedom of Information Requests, including responsive management of FOI requests and adequacy of resources and reporting processes.
Actively manage issues and ensure all follow up actions arising from Councillor, CEO and Executive Group discussions are undertaken with a sense of urgency; results are reported back to Councillors and other relevant stakeholders in a thorough and timely manner.
Be a trusted source of policy advice for the Mayor and Councillors on strategic and operational matters relating to the Shire.
Lead major policy reform arising from legislative change and other external or internal imperatives.

Organisational development and performance

Contribute to, shape and champion the Shire's vision and goals; translate broad strategy into practical outcomes; implement Council decisions in an effective and timely manner.
Participate in and support a culture of positive change, quality and customer service within the organisation.
Inputting into the redesign of processes to meet the current needs of the business.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

Classification definitions

Accountability and extent of authority

Keeping abreast of industry reform and legislative change and applying appropriate local solutions in the best interest of community.

	<p>Embracing a continual change position and readily seeking out and implementing new initiatives and opportunities as the Shire continues to grow.</p>
<p>Judgement and decision making</p>	<p>This position involves problem solving of the highest order, effective strategic planning and the identification and development of policy options.</p> <p>The incumbent must be a strategic thinker in addition to demonstrating sound judgement in a diverse range of difficult situations. Effective judgement is critical in making decisions that may have broad economic, political and social consequences.</p>
<p>Specialist skills and knowledge</p>	<p>This position requires an understanding across a range of disciplines including, but not limited to:</p> <ul style="list-style-type: none"> • Well-developed skills to participate in the development, implementation and review of policies and procedures relevant to the area of expertise. • A strong understanding of the legislative environment of Council. • Internal consultation skills to contribute to change management initiatives. • Ability to prepare complex and concise reports for Council and Government Authorities.
<p>Management skills</p>	<ul style="list-style-type: none"> • Ability to make effective decisions or recommendations based on quality performance reporting and emerging trends, accompanied by appropriate analysis. • Demonstrated high level of competence to lead and motivate team members and other key members of the organisational team. • Ability to meet operational deadlines and respond to service needs appropriately and under pressure. • Demonstrated skills in managing time, planning, organising and establishing work priorities. • Demonstrated investigative research and analytical skills. • Ability to make sound and informed decisions and take appropriate actions.
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> • Ability to gain co-operation and assistance from Council staff and senior management in achieving objectives. • Capacity to resource internal issues as they relate to the role and determine suitable solutions. • Confidentiality, tact and discretion in carrying out assigned duties and responsibilities. • Liaise with Councillors, members of the public and representatives of other organisations in a respectful manner. • Proven capacity to develop and present training and make quality and persuasive presentations.

Key selection criteria

Qualifications

- A tertiary qualification in business, governance or relevant related qualifications.
- Management experience in a governance position in the public or private sectors.

Skills and experience

- Proven track record of successful leadership in a context of fast paced change.
- Proven understanding of the Local Government Act and its interpretation and application.
- Proven skills and record of capability as a aspirational leader
- Proven strong analytical capabilities
- Established and strong communication and stakeholder engagement skills
- Ability to work collaboratively with a range of internal and external stakeholders

Licences and registrations

- A current Victorian Driver's Licence will be required.

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Driving vehicles			✓	
Using a keyboard	✓	.	.	.
Writing by hand	.	✓	.	.
Transcribing from hard copy			✓	
Handling difficult customers onsite	.	.	✓	.
Handling difficult customers offsite	.	.	✓	.
Making decisions that impact on other employees (disciplinary / restructure / investigation)	.	.	✓	.
Other Making decisions that impact Council and the community	.	.	✓	.

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i> Date:	
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PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or

amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.