

# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Governance Officer
<b>DIRECTORATE:</b>	Corporate and Organisational Performance
<b>POSITION HOLDER:</b>	Vacant
<b>REPORTS TO:</b>	Manager Governance
<b>TERM OF EMPLOYMENT:</b>	Permanent / Full Time
<b>APPROVED BY:</b>	Director Corporate and Organisational Performance
<b>DATE:</b>	February 2026
<b>CLASSIFICATION:</b>	Band 5

## POSITION OBJECTIVES:

- Contribute to the establishment, implementation and review of effective governance frameworks, policies, procedures and systems to improve governance across the organisation and to meet the governance principles in the Local Government Act 2020.
- Administer Council's Risk Management Framework, including preparation of reports on organisational performance and Council's risk profile
- Assist with ensuring that the relevant Council procedures and processes are compliant with the Freedom of Information Act 1982 and the Data and Privacy Protection Act 2014

## KEY RESPONSIBILITIES AND DUTIES:

- Administer Council's register of Delegations and Authorisations to keep current with legislation and staff changes
- Assist in the management and monitoring of organisational compliance to the Local Government Performance Reporting Framework, and Council's legislative framework, authorisations and delegations.
- Add internal and external audit recommendations to audit management software and monitor timely completion of recommendation
- Oversee the Governance Schedule, Conflict of Interest Register, Common Seal Register, Gifts Register and Related Party Disclosures Register.
- Ensure the accurate and timely preparation and the distribution of agenda papers and minutes of Council meetings and Councillor briefing sessions.
- Oversee the organisation's risk management framework and lead improvements as needed to ensure best practice.
- Coordinate risk assessments and routine review processes and maintain the strategic and operational risk registers.
- Assist in the development and implementation of Council's Risk Management Strategy and Program and provide advice and support to Council management and staff.

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- Undertake the role of administrator of Council's Risk reporting system, RelianSys, and provide training as required to relevant staff.
- Coordinate the preparation of Council and Audit and Risk Committee Agendas and Minutes.
- Administer processes for Freedom of Information and release of information requests ensuring efficient and effective compliance with legislation and standards.
- Provide advice and support to staff on matters relating to Privacy and Data Protection Act and the application information Privacy Principles.
- Assist in the implementation of Councils Privacy and data protection plan.
- As Council's Freedom of Information Officer undertake the necessary procedures and processes in accordance with the Freedom of Information Act 1982 and associated legislation including the processing of requests and annual reporting.
- Assist the Manager Governance in delivering of Council's Insurance program including lodgement of claims and undertaking annual renewal processes.
- Preparation and coordination of reporting
- Undertake any other duties as required from time to time.

## **ORGANISATIONAL ENVIRONMENT:**

Reports to: Manager Governance

Directly Supervises: Nil

Internal Liaisons: Buloke Shire Staff, Managers, Councillors

External Liaisons: Buloke Shire's Insurance Broker and customers, members of the Community.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Operate within the appropriate legislation and in accordance with Council's corporate objectives, policies and budgets.
- Authority to make effective decisions on the day to day running of Governance matters with guidance and advice usually available from the Manager Governance or in accord with Council Policies and Procedures.
- Expected to seek guidance from the Manager Governance in respect to more complex situations, non-routine staffing issues or issues identified as having potential political impacts.
- Provide advice to Council staff in respect to information, delegations, authorisations, policies and procedures relating to Risk, Insurance, FOI, Privacy or general Governance issues as they relate to Council.
- Provide input/assist in the review and development of relevant policies.

## **JUDGEMENT AND DECISION MAKING:**

- This position is required to investigate and analyse a full range of options to improve process, recommend and have input into/assist in the development policies, strategies and action plans for areas of functional responsibility.
- Decisions and information should be consistent with Council policy and should be delivered in a tactful and courteous manner.

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- Liaise with Council Officers in relation to Risk Management, Insurance, FOI, Privacy and Governance policies and procedures.
- An understanding of the importance of confidentiality and privacy issues.
- Guidance and advice are usually available as required.

## **SPECIALIST SKILLS AND KNOWLEDGE:**

- An understanding of the Local Government Act and legislation relevant to Risk Management, Freedom of Information and Privacy.
- An understanding of the functions of the unit along with its long term goals and policies relevant to the unit and the wider organisation.
- An ability to facilitate Workshops with appropriate Line Managers, Supervisors and Staff.
- Demonstrated financial budgeting and monitoring skills.

## **MANAGEMENT SKILLS**

- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable
- The ability to foster a strong team culture and provide leadership for staff.
- Experience in personnel practices including Health and Safety, and Human Resources policies and procedures.

## **INTERPERSONAL SKILLS:**

- The ability to gain cooperation and assistance from customers, members of the public and other staff in the administration of work related activities and in the supervision of other employees.
- Demonstrated ability to motivate and develop other employees.
- Patience and tact, and the ability to judge a situation to determine the best method to achieve the desired outcome.
- Ability to source information or resolve issues utilising the expertise of staff from other departments or organisations.
- Display a high level of professionalism and discretion in dealing with confidential or sensitive information.
- Well-developed oral and written communication skills, including the ability to write operational procedures.

## **QUALIFICATIONS AND EXPERIENCE:**

- Formal qualification Governance, Risk Management or other relevant field along with experience.
- Experience in similar role Local Government is preferred, but not essential.
- A Current Victorian Drivers Licence.
- Current satisfactory Police Check.

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## **ORGANISATIONAL RESPONSIBILITIES:**

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote
- and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

## **CHILD SAFE STANDARDS:**

- The Buloke Shire 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.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

## **VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

## **ANNUAL PERFORMANCE REVIEW:**

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

## **KEY SELECTION CRITERIA:**

- Tertiary qualification in Governance, Risk Management, Business Management, Legal, Commerce or related discipline along with related experience or a lesser qualification with more extensive relevant experience.
- Knowledge of implementation of policies and procedures standards and guidelines in line with legislative requirements including but not limited to *Local Government Act 2020*, *Privacy and Data Protection Act 2014*, *Freedom of Information Act 1982*.
- Demonstrated leadership qualities, experience leading processes to achieve organisational goals within set timeframes.
- A good understanding of time management in order to meet deadlines with competing priorities, in a dynamic environment and with minimal supervision.
- High level of interpersonal skills, including communication skills (written and verbal), consultation and negotiation skills to achieve team goals and objectives. Ability to problem solve and manage competing projects and priorities, while exercising sound judgement.
- Demonstrated high degree of personal integrity

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## VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by: .....  
Jenna Allan  
**Director Corporate and Organisational  
Performance** .....  
Date

Agreed by: .....  
Anthony Smith  
**Acting Manager Governance** .....  
Date

Agreed by: .....  
**Name** .....  
**Governance Officer** .....  
Date