

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

POSITION TITLE	Manager Governance & Compliance
DEPARTMENT	Governance
POSITION STATUS	Three (3) Year Fixed Term Contract
AWARD	Contract
REPORTS TO	Chief Executive Officer
DELEGATIONS	As per Council's Delegation of Authority register

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust** and **Teamwork**.

POSITION OBJECTIVE / OVERVIEW

The Manager Governance and Compliance is responsible for leadership and coordination of Councils' governance and risk management functions, as well as the administration of Councils' building and planning services. This role acts as the custodian of Council's overall corporate governance framework, policies and processes to ensure high level performance and compliance.

KEY ACCOUNTABILITIES / DUTIES

1. Develop and implement frameworks, processes and documentation that supports the achievement of high-performance objectives with regards to compliance, accountability, probity and transparency to meet legislative requirements;
2. Provide integrated risk management solutions that assist Council to optimise opportunities and minimise risks that impact on its visions, strategic plans and operations including in relation to risks identified in Council's risk registers;
3. Act as the custodian and quality controller of the Corporate Governance Framework;
4. Lead the process of the periodic assembly of the statutory corporate and operational plans. Also, build a performance reporting culture that not only satisfies statutory obligations, but provides meaningful information to Council and community on the organisation's ongoing performance;
5. Coordinate the development (including research and analysis support) of a contemporary policy suite for Council and act as the custodian of the policy register and structure to ensure consistency in policy development, periodic review for relevance and need, and communication of policies to Council and community;
6. Manage the processes and systems for statutory complaints including Administrative Action Complaints, Public interest Disclosures, Human Rights and Competitive Neutrality complaint and Councillor complaints;
7. Liaise with State Integrity agencies including the Queensland Ombudsman, Crime and Corruption Commission and the Department of Local Government;
8. Undertake internal investigations and liaise with external agencies where more complex investigations are required;
9. Provide advice on matters relating to governance, compliance and risk management matters.
10. Coordinate the provision (through a triage service) of legal advice to the organisation to ensure optimum balance of investment in effort and protection of Council's interests. Within

the incumbent's capabilities, provide basic interpretation and advice services to the organisation;

11. Coordinate the assessment of building and planning applications including but not limited to the preparation of reports to Council on applications and preparation of correspondence on development matters etc;
12. Coordinate and assist in the effective management of Council's Environmental Health Services and associated regulatory tasks;
13. Oversee the management of Council's local laws including the enforcement and compliance functions (e.g. animal control, parking, permits, infringements and overgrown allotments);
14. Manage Council's legal documents register including the formation or renewal for lease and licence agreements; and
15. Additionally you may be required to conduct other duties as lawfully directed by the CEO.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Tertiary qualifications in governance, audit, legal or risk management or related field or extensive knowledge and experience in these areas;
- Thorough knowledge and demonstrated experience in the interpretation of local government legislation and policy;
- High level knowledge of corporate governance functions, including policy development, risk and control concepts;
- Highly developed analytical, problem solving and decision-making skills;
- Proven high level interpersonal, negotiation and investigation skills;
- Demonstrated advanced written and verbal communication skills for provision of advice, presentations, influencing and educating;
- Ability to regularly evaluate internal and external customer needs and identify opportunities for service improvement; and
- Current Queensland 'C' Class Driver's Licence.

Desirable

- Experience in Local Government.

WORK ENVIRONMENT and PHYSICAL DEMANDS

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work to be performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

ACKNOWLEDGEMENT

I hereby agree to abide by all Council’s corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Print Name	
Date	/ /