



VICTORIA DALY REGIONAL COUNCIL

Integrity, Respect
Equality
Honesty, Openness

JOB OVERVIEW


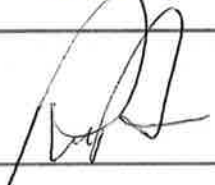
JOB TITLE	Governance and Compliance Manager		
JOB LOCATION	Katherine	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Corporate Services	LEVEL	9
DIRECT REPORTS	Nil	WORKING CONDITIONS	Based in Katherine Regional Office, remote travel required and stays in remote communities
REPORTS TO	Director of Corporate Services	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018 – 2021.

POSITION DETAILS

JOB PURPOSE	This position is responsible for facilitating good governance, risk and compliance throughout the Council and will conduct regular reviews to ensure Council is compliant with Acts, regulations and guidelines.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Develop and oversee governance, risk and compliance matters for the Council, ensuring all staff understand the importance of following Council practices. 2. Evaluate the efficiency of processes and procedures and improve them as required. 3. Regularly review Councils website and conduct regular governance compliance reviews on Council documentation to identify hidden risks or non compliance. 4. Manage and review the Councils Policies and Procedures to ensure they are up to date and in line with the Local Government Act, Regulations and all appropriate legislation. 5. Identify possible compliance risks and issues and provide advice or training as required. 6. Manage Councils risk register and management plan, communicating expectations and obligations through Executives and Managers. 7. Develop and maintain public registers and internal registers required under the <i>Local Government Act 2019</i>. 8. Assist in the development of Council's Regional Plan and Annual Report. 9. Deliver annual governance training to all local authority committees. 10. Provide regular updates to Executive, Managers and Council committees on Councils risk and compliance. 11. Undertake research into governance and strategic matters and prepare reports for the CEO, Council and external regulatory stakeholders. 12. Provide expert advice on the Local Government Act, Regulations and Guidelines to staff, Council committees and stakeholders. 13. Establish and maintain positive and effective relationships with internal and external clients of the Council. 14. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	Tertiary qualifications or experience in Business, Community Development or Governance (essential).
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Demonstrated knowledge of good governance and risk management. 2. Ability to maintain confidentiality and demonstrated high ethical standards. 3. Excellent communication, interpersonal skills and organisational skills and well developed written skills. 4. Proven awareness of the need for cultural sensitivity and the ability to work in a cross cultural environment.

	5. Ability to evaluate processes and procedures and implement improvements across an organisation. 6. Demonstrated ability to be able to research and formulate policies relevant to the organisation and compliant with Acts and Legislation. 7. Ability to produce clear and concise reports to executive and Council in a timely manner. 8. Liaise effectively with a variety of stakeholders to achieve outcomes. 9. Strategic and decision making skills with an analytical and innovative approach to problem solving. 10. Experience working with and interpreting Acts and legislation appropriate to the organisation or topic. 11. Experience and knowledge in Office 365 suite or similar. 15. Sound knowledge of Occupational Health & Safety principles		
OTHER REQUIREMENTS	1. National Criminal History Check - Issued within the last 3 months 2. Current Driver's Licence		
PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.		
APPROVED By TRUDY BRAUN DIRECTOR OF CORPORATE SERVICES		DATE APPROVED	11/8/21
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER		DATE APPROVED	11/8/21