

POSITION TITLE	Manager Governance, Safety & Risk
GROUP / DEPARTMENT	Corporate Services / Governance, Safety & Risk
REPORTING TO	Director Corporate Services
DIRECT REPORTS	Governance Coordinator Risk Coordinator WHS Coordinator
EMPLOYMENT BASIS	Permanent Full time Local Government State Award
BAND/LEVEL	Band 3 Level 4
GRADE	Grade 16
APPROVED BY	CEO Date:
EMPLOYEE	Name: Signature: Date:

POSITION PURPOSE

The Manager Governance, Safety & Risk is responsible for leading, promoting, developing, improving, and delivering effective governance, workplace health and safety, risk and insurance management for Edward River Council and is the custodian of Council's overall governance, safety and risk management frameworks to ensure high level performance and compliance.

ACCOUNTABILITIES

This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:

- B Governance framework development and management
- B Legal Services Management
- B Legislative Compliance Management
- B Policy and Procedure Management
- B Section 355 Management
- B Access to Public Information management
- B Code of Conduct Management
- B GIPA & PID Management
- B Internal Audit Management
- B TechOne DXP Module Management
- B Audit Risk & Improvement Committee (ARIC) Coordination
- B Business Continuity Plan Coordination
- B Risk Management Framework management
- B Insurance Management
- B Risk Audit Program management

- B Operational Risk programs management
- B WHS Audit Management
- B WHS Management System Management
- B Child Safe Program Management

LINKS (INTERNAL)

- CEO
- Executive Team
- Leadership Team
- Council staff
- Council volunteers
- Audit, Risk and Improvement Committee (ARIC)

LINKS (EXTERNAL)

- NSW Office of Local Government
- Professional networks
- Local Government NSW
- Local Government Professionals
- Government departments
- Other Councils
- Insurers
- SafeWork NSW
- Regulators
- Australian Electoral Commission
- Legal Panel
- Contractors
- Committees and community groups
- Members of the public
- Mayor and Councillors

KEY DUTIES AND RESPONSIBILITIES

- Develop, implement and review the Governance, Safety & Risk portfolio contribution to the annual Operational Plan, other relevant strategies and plans, ensuring achievement of service and project delivery targets and timely reporting of service performance.
- Develop, manage and review the Governance, Safety & Risk service budgets, ensuring cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate reporting of budget performance.
- Facilitate decision making by providing specialist advice, support and information regarding corporate governance, risk management, workplace safety, internal audit, insurance and legal services.
- Lead and develop a culture of continuous improvement and customer service excellence that supports effective governance, safety and risk management.
- Lead and promote communication and community engagement planning and delivery for the Governance, Safety & Risk service to both internal and external stakeholder through Council's approved channels.
- Lead, develop and manage staff in a way that is consistent with Council's values, policies and systems.
- Identify, implement and monitor safe work practices for the Governance, Safety & Risk team and service, ensuring a systematic approach to managing risk in line with Council's WHS policies and procedures.
- Develop and monitor the corporate governance framework, building on the public integrity of the organisation and provide advice to the Chief Executive Officer, Mayor and Councillors on matters relating to good governance.
- Lead and direct governance, risk and workplace safety strategies to improve probity, transparency and accountability and manage risk.
- Provide leadership, policy direction and guidance to Council in the development and delivery of a workplace safety program to minimise risk of injury to Council employees, contractors, volunteers and the public.
- Ensure that Council meets its legislative and regulatory workplace health and safety obligations.

- Maintain oversight of the general elections, by-election and countback processes and the coordination of Councillor induction and training.
- Oversight and quality control the regular cycle of Council meetings and briefings and the preparation and publication of agendas and minutes for Council and Committee meetings.
- Manage and review all governance statutory registers and closely monitor the regulatory environment to maintain awareness of changes that will impact the Council.
- Ensure the risk management function meets Council's strategic objectives and operational needs by fostering a positive risk culture, including management of risk threats and opportunities through Council's risk registers and risk management framework.
- Ensure that the Council's insurance portfolio is maintained and managed appropriately, including claims management and renewals.
- Coordinate the development 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 the community.
- Coordinate the provision of legal advice through a triage service to the organisation to ensure optimum balance of investment in effort and protection of the Council's interests.
- Act as Complaints Coordinator for Council and manage internal investigations and liaisons with external investigators in relation to compliance and conduct issues.
- Manage Council's Audit Risk & Improvement Committee (ARIC).
- Coordinate the development, implementation and review of Council's Business Continuity Plan and take a key role in Council's Business Continuity Plan and associated responses to risks in emergency situations.
- Store and maintain corporate records in Council's electronic document and records management System in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Bachelor of Public Policy, Public Administration, Law, Business or similar, or equivalent experience in a comparable role combined with ongoing professional development.
- Local Government experience in a comparable role.
- Contemporary knowledge and working understanding of the requirements and obligations of the Local Government and Work Health & Safety Acts and related legislation.
- Contemporary experience developing and implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.
- Demonstrated ability to think strategically and provide ideas and advice on innovation, change and service delivery.
- Demonstrated ability to collaborate with a breadth of stakeholders, influence others, manage conflict and negotiate effective outcomes.
- Highly developed written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- Demonstrated ability to lead, develop and manage staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Working with Children and National Police Check or willingness to obtain.

Desirable

- Current Drivers Licence.
- Knowledge of Technology One software.
- Audit or investigation qualifications or experience

COUNCIL RESPONSIBILITIES**Council Values**

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.