

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

**POSITION PURPOSE**

The Manager Governance, Risk and Safety is responsible for leading the development and implementation of Council's corporate governance, risk management, and workplace health and safety frameworks. This role provides strategic advice and operational leadership to ensure compliance, transparency and continuous improvement across these functions.

The position plays a key role in fostering a positive organisational culture built on accountability and integrity, while also shaping a high-performing team structure that aligns with Council's priorities.

**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)
- Mayor and Councillors

### 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
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### KEY DUTIES AND RESPONSIBILITIES

- Lead the delivery and continuous improvement of Council's governance, risk management, and work health and safety (WHS) frameworks.
- Provide strategic advice on legal matters, corporate governance, enterprise risk, WHS, insurance, and compliance to the Executive, Councillors, and staff.
- Oversee the preparation, implementation and performance reporting of the Governance, Risk and Safety service's Operational Plan and budget.
- Manage and mentor a multidisciplinary team, fostering a culture of accountability, service excellence, safety, and integrity.
- Develop and implement strategies that support innovation, organisational change, and improved service delivery.
- Coordinate Council's internal audit program and reporting, and support the Audit, Risk and Improvement Committee (ARIC).
- Ensure Council's policy framework, delegations, statutory registers, and compliance systems are maintained and communicated effectively.
- Lead the development and review of Council's Business Continuity Plan and contribute to emergency planning and risk mitigation activities.
- Manage Council's insurance portfolio, including coverage reviews, claims management, and advice to staff.
- Oversee requests made under the Government Information (Public Access) Act 2009 (GIPA Act), Public Interest Disclosures (PID), privacy matters, and complaints handling in line with legislative obligations.
- Support Council's governance responsibilities including elections, Councillor induction and professional development, and the maintenance of interest and disclosure registers.
- Prepare clear, accurate and timely reports, policies, procedures, presentations and other communications for internal and external stakeholders.
- Ensure all corporate records are managed in accordance with Council policies and the State Records Act.

- Build and maintain strong working relationships across Council and with external agencies to promote good governance and risk management practices.

### 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.
- Contemporary knowledge and working understanding of the requirements and obligations of 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 collaborate with a breadth of stakeholders, influence others, manage conflict and negotiate effective outcomes.
- 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

- Local Government experience in a comparable role.
- 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.