



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**



POSITION DESCRIPTION



POSITION TITLE	Senior Governance Officer	CLASSIFICATION	Level Six (6) – Level Seven (7)
DIRECTORATE	Corporate, Governance and Financial Services	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream A
DEPARTMENT	Governance and Corporate Services	REPORTS TO	Manager Governance and Corporate Services
POSITION NO.	45,003.00	LAST REVIEW DATE	March 2025

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Governance Department ensures an integrated approach to internal organisational services across the organisation. The Governance Department is responsible for Governance, Corporate and operational planning and legal functions including operations of Council.

C. POSITION SUMMARY:

The Senior Governance Officer is responsible for working in partnership with Council to ensure the Governance & Corporate Services function governs best practice and compliance in the delivery of Governance & Corporate Services and initiatives across Isaac Regional Council. The Senior Governance Officer assists the Department in facilitating strategic and corporate planning instruments for Council, corporate policy framework, governance awareness programs, organisational document control management, delegation registers. The Senior Governance Officer also provides advice on privacy matters and facilitates the enterprise risk framework and registers.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Assist the Governance and Corporate Services Manager in the delivery of Governance and Corporate Services Department program responsibilities.

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2. Delivering administration of general governance responsibilities including maintaining and updating relevant registers, templates, delegations, subscriptions, Instruments of Appointment, Council policies and management procedures
3. Assist the Governance and Corporate Services Manager with internal and external Audit Coordination and corrective measures of action items
4. Provide advice and maintain high level internal reviews and framework management for Right to Information Applications and Information Privacy Applications in line with relevant legislation and approved procedures
5. Register and maintain document control reviews, assist the Governance and Corporate Services Manager with ongoing development of document control strategies.
6. To assist in the development and maintenance of the strategic, corporate, annual and operational planning and reporting processes, in particular Council's delivery of statutory Plans and the general implementation and refinement of the Integrated Planning and Reporting process
7. Perform the role of Public Interest Discloser Coordinator in line with relevant legislation and Council's policies and procedures.
8. Maintain and ensure the ongoing development of an appropriate framework linking Council's statutory requirements and corporate policies and procedures to ensure accountability and transparency, legislative compliance and alignment with strategic direction.
9. Assist the Governance and Corporate Services Manager in facilitation of the Fraud and Enterprise Risk Framework, Registers and Reporting requirements
10. Manage the various governance systems required within Council's operations and provide advice and support to the organisation to ensure compliance with the Local Government Act and Regulations and all other relevant legislation.
11. Interpretation of Acts and other legislation as required including Local Government Act, in consultation with the Manager Governance & Corporate Services
12. Undertake special projects as directed by the CEO, Director Corporate, Governance and Financial Service or Manager Governance and Corporate Services
13. Ensure a high standard of service and professionalism is maintained in all reporting, communications (verbal and written) and represent the Manager Corporate and Governance (as appropriate) by displaying friendly, responsive, courteous and effective interaction
14. Contribute to the facilitation of positive outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
15. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote Council's values;
16. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
17. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

KEY COMPETENCIES:

Knowledge and skills

Essential

1. Sound knowledge of local government roles and responsibilities and operations;
2. Ability to review and modify Policy and Procedures to ensure relevance and compliance in accordance with the Corporate Policy and Procedure Guidelines;

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3. Sound knowledge of local government legislation and processes;
4. Understanding of political processes;
5. Knowledge of working within a document management system highly regarded.

Experience

1. Minimum of 3 years' experience within Local Government or similar industry with exposure to Governance principles (highly desirable);
2. Previous government experience and an understanding of departmental policy and procedures would be highly regarded.
3. Demonstrated ability to provide a high level of customer service and to work within a multi-skilled team environment;
4. Demonstrated high level of oral and written communications skills, including the ability to consult, research and analyse for problem solving;
5. Experience in developing corporate documentation and reports, including undertaking consultation/engagement with internal and external stakeholders.
6. Ability to contribute to team direction, give and receive feedback and achieve agreed performance standards in order to contribute to a culture of performance excellence.

Qualifications

1. Tertiary qualification in Business Studies, Legal, Administration or Government Studies and demonstrated experience;
2. The role requires the possession of a current C Class Open Australian Drivers Licence.

E. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
 Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
 Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
 Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- Depth Perception Colour Discrimination Peripheral Vision Hearing (Avg)

Specific Actions Required:

This job may include:

- | Standing/Walking | Sitting | Driving |
|--|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs |
| <input type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs |
| <input type="checkbox"/> 6 - 8 Hrs | <input checked="" type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs |

Work Environment:

- | Attribute: | Yes | No |
|---------------|--------------------------|-------------------------------------|
| Chemicals | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dampness | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes/Gases | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heights | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Repetitive Motions:

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

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This Job Will Require:

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

F. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority/obligation that comes with their powers.

G. HEALTH SAFETY AND WELLBEING, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

H. RESPONSIBILITIES:

Corporate Responsibilities

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Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

I. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.



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J. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		





Isaac Regional Council

We're delivering in a changing world

OUR VISION

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.


OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.

OUR VALUES

COMMUNITY FOCUS 
We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.
We will continuously improve how we address those needs to help future-proof our region.

TEAMWORK 
We expect respectful relationships in our work together, to achieve.
We cultivate commitment through shared purpose, to create value.

CARING 
We are committed to working safely and caring for the safety and wellbeing of our people and communities.
We believe that people matter.

POSITIVE WORK ETHIC 
We do our best every day to have pride and enjoyment in our work.
We display accountability, transparency, procedural consistency and integrity.
We seek the highest possible practical outcomes in everything we do.
We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.