

POSITION DESCRIPTION

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| Position Title: | Governance & Compliance Officer |
| Position Number/s: | OCEO-018 |
| Employment Type: | Full Time, Permanent |
| Agreement: | Charters Towers Regional Council Union Collective Certified Agreement 2023 |
| Award: | Queensland Local Government Industry (Stream A) Award – State 2017 |
| Classification: | Level 4 |
| Directorate: | Office of the Chief Executive Officer |

POSITION OBJECTIVE

The Governance and Compliance Officer will assist the Executive Services Manager in the development, monitoring and reporting relating to Council's Enterprise Risk Management (ERM) Framework, Internal Audit function and implementing Council's obligations under the Child Safe Standards in Queensland into Council operations.

This position has a broad administrative scope in contributing to the effectiveness of strategy and to deliver across operational areas of Council, working under the general direction of the Executive Services Manager.

ORGANISATIONAL RELATIONSHIPS

| | |
|----------------------|----------------------------|
| Reports to: | Executive Services Manager |
| Directly Supervises: | Nil |

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Assist with the facilitation, development, maintenance, review and reporting on Council's ERM Framework to ensure compliance with AS ISO 31000:2018 including:
 - ERM Framework Policies and Procedures.
 - Corporate Risk Appetite and Tolerances.
 - Strategic Risk Register.
 - Risk Assessments.
 - Operational Risk Registers and Associated Action Plans
 - Provision of Generalist Risk Management Advice
2. Provide integrated risk management support and advice 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. Assist with the monitoring of Council's Internal Audit function as follows:
 - Assist the Executive Services Manager with the development, review and implementation of Internal Audit action plans, registers and timeframes.
 - Working with internal stakeholders to maintain and monitor the Internal Audit Register.
 - Maintain adequate reports and action plans to support audit compliance.
4. Provide administrative support with the development and execution of an organisation wide Business Continuity Plan (BCP).
5. Assist with the Audit & Risk Committee function of Council as/and when required with administrative support.
6. Contribute to the development and ongoing maintenance of Council's obligations under the Child Safe Standards in Queensland, including:
 - Leading the internal working group responsible for implementing the Child Safe Standards
 - Reviewing current legislation and identifying Council's requirements
 - Developing, reviewing, and updating policies and associated documentation
 - Liaising with relevant areas to ensure ongoing compliance with legislative and regulatory requirements
7. Build productive working relationships with internal stakeholders across all areas of the organisation.
8. Support the development, review, compilation of high-quality reports, registers, policies, procedures, templates, and other risk and compliance documentation as required.
9. Assist the Executive Services Manager in promoting and achieving the required outcomes of all risk and compliance services at Council.
10. Support the identification, review, analysing and monitoring process of Councils risk issues and trends including compliance matters.
11. Support Council in promoting organisational wide awareness and understanding of Councils ERM commitment.
12. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
13. Comply with reasonable and lawful directives given in the Work and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

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POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Minimum of 2 years' senior administration experience in relevant discipline/s, such as a risk, compliance or governance position.
- Demonstrated high level proficiency in the use of desktop software applications including Word, Excel and email systems, and the ability to utilise finance and records management system, to prepare a wide range of correspondence and documentation including letters, submissions, presentations and reports.
- Well-developed communication (oral and written) and interpersonal skills with a strong focus on the provision of quality customer service.
- Knowledge of professional risk management standards, frameworks and tools.
- Experience in developing, reviewing and implementing risk management policies and procedures
- Demonstrated, well-developed time management skills with the ability to work under pressure and meet concurrent deadlines
- Ability to maintain confidentiality at all times.
- Well-developed conceptual, analytical and problem-solving skills in the context of risk management systems.
- Ability to interpret legislation and translate key information to stakeholders.
- Ability to exercise judgement and initiative where procedures are not clearly defined.

| Education/Qualifications |

Essential:

- Certificate IV Business Administration and/or equivalent relevant experience

Desirable:

- Qualification/Certification in Governance or Risk Management
- Experience in the management and monitoring of risk and compliance in a local government context.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

This position is primarily an indoor role and requires sufficient physical ability to work in an office setting, which involves prolonged periods of sitting at a desk and operating a computer and telephone. May be required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying. Out of hours work may be required.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Manager: _____ **Signature:** _____
(Name)

Date: _____

CEO: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____