



POSITION DESCRIPTION

Group Manager Governance

Directorate:	Governance	Department:	NA		
Position Grade:	SES 1-2	Reports to:	Executive Director		
Last review:	February 2013	Next review:	January 2016	Version No.:	1.0

Position purpose:

To provide strategic leadership, guidance and support to the Governance Group to ensure Council has an effective corporate governance framework that complies with legislative requirements and promotes business excellence.

Key accountabilities and responsibilities:

Accountable and responsible for:

- Direction and control of various service departments and units including governance, legal services, property services, procurement, records management, risk management and car park management
- Providing leadership and strategic direction to the Governance group and motivating staff to achieve optimum results
- Developing, leading and evaluating a strategic business plan that supports the service delivery of the group and the strategic objectives of Council
- Ensuring service departments and units incorporate contemporary management and professional standards, reform and best practice innovation
- Leading policy development and implementation generally and specifically in regard to the governance framework that includes but is not limited to the Enterprise Risk Management Plan and Property Strategy
- Providing, setting and promoting excellent customer service standards within the organisation and to the community
- Solving problems through analytic reasoning and integration of wide ranging and complex information
- Maintaining up to date knowledge of local and regional priorities, opportunities and challenges and ensuring these inform Council strategy and delivery
- Motivating service managers and staff at all levels by leading and influencing them to achieve complex objectives
- Providing strategic advice in relation to governance, legal and property related matters to support the achievement of community and corporate objectives
- Fostering a culture of continuous improvement and high performance leadership to more effectively deploy resources, to meet changing circumstances and improve service delivery
- Reviewing and developing policies and strategies to promote business excellence
- Representing and highlighting group achievements within the community and industry to promote Council as an employer of choice
- Working cooperatively across Council to ensure the delivery of corporate and significant priority projects
- Ensuring compliance with council policies, work health and safety, ethical behaviour and equal employment opportunity



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Decisions made in the position:

- Strategic direction for the Group
- Decisions within delegation for financial management and workforce management
- Allocation of resources to achieve strategic outcomes within Group

Decisions referred:

- People management decision, i.e. new appointments, dismissal, restructures, salary progress
- Expenditure in excess of delegation
- New initiatives and policy changes

Key issues/challenges:

- Managing in a constantly changing and political environment
- Achieving strategic outcomes within an environment of contracting resources and competing priorities
- Ensuring delivery within strict deadlines
- Supporting rapid city growth and diversity

Key working relationships:

Internal

- General Manager
- Directors
- Group Managers
- Management Team
- All staff
- Mayor and Councillors

External

- Government Agencies
- Legal Advisors/Firms
- Local Government Agencies (WSROC, LGA etc)
- Various professional consultants
- External Auditors
- Developers
- Community members



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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Relevant degree or equivalent and management experience, combined with accredited management qualifications
- Current Class C Driver's Licence

Experience

The position requires the application of management skills in a diverse organisation to establish corporate goals and objectives. The applicant must have:

- Management experience in providing leadership and strategic direction to a multi-disciplinary team to enable the delivery of the strategic objectives of the organisation
- Extensive experience in the provision and management of legal, governance, risk, contract, procurement or property services
- Achievements in leading and facilitating project and change management initiatives
- Experience in the preparation of business plans and budgets and generating innovative approaches to more effectively deploy resources

Knowledge and Skills

The position requires the application of a range of specialist knowledge and skills including:

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of commercial/contract law, procurement services or property management
- Knowledge of the Local Government Act and relevant legislation
- Exceptional and effective interpersonal and written communication skills across a wide variety of customers and stakeholders

The position requires the demonstrated:

- Ability to work in a politically sensitive environment
- Ability to provide authoritative advice to Council
- Ability to interpret and implement relevant legislation and policies

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Relevant post graduate qualification
- Knowledge of key priorities, opportunities and challenges in Liverpool and or Western Sydney
- Knowledge of WorkCover Model for Self Insurer's



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CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.