



Murrindindi
Shire Council

Position Description

Coordinator Integrity
& Governance

Professionalism Integrity Accountability Empathy





Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Coordinator Integrity & Governance

JOB NUMBER

383

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 7

GROUP

People & Corporate Performance

DEPARTMENT

Governance & Risk

APPROVED BY

Manager Governance & Risk

DATE

February 2024

Position Overview and Objective

Reporting to the Manager Governance & Risk, the Coordinator Integrity & Governance plays an integral role in ensuring sound governance and integrity systems are operating effectively and efficiently across Council's operations and embedded into corporate processes and service delivery.

The Coordinator Integrity & Governance provides expert advice and leads the development and implementation of governance and integrity strategies, policies, systems and procedures to support corporate objectives, meet legislative requirements, manage risk and promote a culture of ethical and transparent decision making and business practice.

Key Responsibilities

- Coordinate the ongoing development and implementation of an effective framework for managing the organisation's statutory requirements, corporate policies and procedures to comply with the *Local Government Act 2020* and other statutory requirements and industry best practice.
- Manage the organisation's integrity framework to ensure compliance with statutory requirements including Privacy and Data Protection, Freedom of Information, Fraud and Disclosures of Interests. Monitor the effectiveness and efficiency of the framework and implement improvements to meet industry best practice standards.
- Liaise with and manage requests from integrity agencies including enquiries, complaints and investigations from the organisations such as the Victorian Ombudsman, Local Government Inspectorate, Victorian Auditor General's Office.
- Manage the organisation's policy framework by maintaining a current policy register, ensuring that

policies are periodically reviewed and meet statutory and best practice standards and comply with relevant templates. Support the effective communication of policies so they are embedded into work practices.

- Provide advice, influence and work with the organisation to achieve governance, integrity and policy outcomes across the organisation and work collaboratively to plan and deliver training.
- Coordinate an effective and efficient corporate planning process, working collaboratively across council to develop corporate plans as needed including the Council Plan and annual corporate planning processes.
- Coordinate an effective and efficient corporate performance monitoring and reporting framework including quarterly and annual reporting to meet statutory obligations and provide meaningful information to Council and the community.
- Oversee the organisation's risk management framework and lead improvements as needed to ensure best practice. Support the risk management committee and coordinate risk assessments and routine review processes and maintain the strategic and operational risk registers.
- Coordinate the work of and provide secretariat support to the Audit and Risk Committee.
- Coordinate the internal and external audit program. Monitor and report on audit outcomes and progress on recommended actions.
- The Coordinator Integrity & Governance is the Murrindindi Shire Council's designated Freedom of Information Officer, Privacy Officer and Fraud Control Officer.

Organisational Relationship

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| Reports to | Manager Governance & Risk |
| Supervises | Corporate Governance Officer |
| Internal Relationships | Council |
| | CEO |
| | Leadership Team |
| External Relationships | Other levels of Government |
| | Municipal Association of Victoria |
| | Community Asset Committees |
| | Integrity agencies (Ombudsman, Inspectorate, IBAC) |

Key Selection Criteria

- Demonstrated experience of governance, risk management and integrity matters, preferably within the local government and/or public sector.
- Proven ability to monitor and coordinate ongoing performance reporting processes for corporate plans, strategies and action plans.
- Experience supporting and providing secretariat services to a committee such as an Audit and Risk Committee.
- Excellent communication and collaboration skills and demonstrated business writing and policy drafting skills.
- Strong ethical understanding and an ability to maintain confidential information, protect privacy and support others to do the same.

Essential Position Requirements

The following section outlines requirements specific to this job.

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| Enterprise Agreement Ordinary Hours and Days Clause 16.2 | "All" employee |
| Drivers Licence / Ability to travel | Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role |
| Physical Requirements | Physical requirement associated with an office based role |
| Psychological Requirements | All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control. |
| Checks | <p>Police / Criminal Record Check</p> <p>Yes – on commencement and during employment by self-disclosure obligation or at the direction of Council due to requirements of the position.</p> <p>Evidence of rights to work in Australia</p> <p>Required</p> <p>Working with Children Check</p> <p>Not required for this role</p> <p>COVID Vaccination</p> <p>In accordance with Council policy</p> |
| Matters relevant to the above checks | Nil applicable |
| Information Technology Literacy | Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position. |
| Work location conditions | Hybrid - In accordance with Flexible Work Policy |
| Outside ordinary hours of work | No regular requirement to work outside, after-hours, on weekends or public holidays |
| Qualifications / Registrations / Licences / Memberships | As per key selection criteria |

Band 7

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| <p>Accountability and extent of authority</p> | <ul style="list-style-type: none"> • Manage resources and/or provide advice to or regulate clients and/or participate in the development of policy. • Where supervising resources follow policies, objectives, and budgets with a regular reporting to ensure goals and objectives are met. • Decisions and actions may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation. • Where providing specialist advice to clients or to regulate clients, act subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients. • If the role is primarily involved in policy development, then work will include investigation, analysis or creativity with ability to act generally prescribed by a more senior position. The quality of the work can have a significant effect on the policies which are developed. • Input into policy development within area of expertise and/or management. |
| <p>Judgment and decision making</p> | <ul style="list-style-type: none"> • Undertake problem solving. • Work has specialised methods, procedures and processes developed from theory or precedent. • Problem solving process comes from applying established techniques to new situations and recognising when established techniques are not appropriate. Guidance is not always available within the organisation. • Where policy formulation is required, the primary challenge will be intellectual and requiring the identification and analysis of an unspecified range of options before a recommendation can be made. |
| <p>Specialist knowledge and skills</p> | <ul style="list-style-type: none"> • Proficient in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities. • Where policy formulation is required, analytical and investigative skills are required to identify policy options from within a broad organisation-wide framework. • Understand long term goals of the wider organisation and of its values and aspirations and the legal and political context in which it operates. • Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required. |
| <p>Management skills</p> | <ul style="list-style-type: none"> • Manage time, set priorities and plan and organise own work and that of supervised employees to achieve set and specific objectives. • Set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures. • Understand and implement human resource policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. • Contribute to the development and implementation of long term staffing strategies. |
| <p>Inter-personal skills</p> | <ul style="list-style-type: none"> • Gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees. • Liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems. |
| <p>Qualifications and experience</p> | <ul style="list-style-type: none"> • Degree or diploma course with several years of subsequent relevant experience. • May also have acquired experience through higher formal qualifications either in the field of specialist expertise or in management, together with a shorter period of experience. • Or may have acquired through less formal qualifications with extensive relevant experience. |

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



Murrindindi
Shire Council