



Murrindindi
Shire Council

Position Description

Corporate
Governance Officer

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

Corporate Governance Officer

JOB NUMBER

33

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 5

SIGNED _____

GROUP

People & Corporate Performance

DEPARTMENT

Governance & Risk

APPROVED BY

Manager Governance & Risk

DATE

February 2025

Position Overview and Objective

Reporting to the Coordinator Integrity and Governance, the Corporate Governance Officer role plays an important role in supporting the Governance and Risk Team. The role supports the development of integrity strategies, systems and procedures that underpin risk and compliance, and promote transparency across the areas of Governance, Integrity and Property Management.

Key Responsibilities

1. Under the guidance of the Coordinator Integrity and Governance, take a lead role in administering and monitoring the following corporate and statutory compliance areas:
 - a. Fraud and Corruption Control.
 - b. Freedom of Information.
 - c. Privacy.
 - d. Data Security.
 - e. Ombudsman enquiries.
 - f. Personal Interest Returns and Related Party Disclosures.

- g. Delegations, Appointments and Authorisations.
2. Provide administrative support across the Governance Team, particularly in relation to insurance claims and property management including responding to inquiries, following work procedures, managing information records, updating registers and overseeing Community Asset Committees compliance.
 3. Provide secretariat support to the Audit and Risk Committee including maintaining the work program, finalising agendas, coordinating reports, preparing minutes and other administration tasks as needed.
 4. Provide project management support to prepare the annual report including coordination of the project plan, collation of information, liaison across departments, report drafting and publication.
 5. Develop and regularly review corporate processes and templates to support and enhance corporate governance across the organisation.
 6. Maintain and monitor a variety of registers and databases to ensure corporate compliance.
 7. Support effective use of corporate systems by acting as a System Administrator and providing training to internal users.
 8. Provide support to and continually improve corporate performance reporting processes, including but not limited to the Council Plan Quarterly Reporting process.
 9. Provide general support to the coordination of Council's corporate statutory compliance obligations.
 10. Provide back-up support:
 - a. to the Executive Assistant – Governance where required to prepare Council Briefing and Council Meeting agenda and minutes
 - b. for Authorised Officer ID Cards management.

Organisational Relationship

Reports to:	Coordinator Integrity & Governance
Supervises:	Nil
Internal Relationships:	Manager Governance and Risk Executive Assistants Executive Team Leadership Team All Council Employees
External Relationships:	Audit & Risk Committee Members Internal & External Auditors Community Asset Committee Members

Key Selection Criteria

- Excellent administrative skills, experience in supporting a team and delivering outcomes in the required timeframe.
- Ability to work independently and prioritise tasks.
- Sound research, analytical skills and attention to detail.
- A high level of diplomacy and discretion in dealing with processes relating to confidential information.
- Ability to problem solve and negotiate with both internal and external customers.

Essential Position Requirements

The following section outlines requirements specific to this job.

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 Yes – on commencement and during employment by self-disclosure obligation.</p> <p>Evidence of rights to work in Australia Required</p> <p>Working with Children Check Not required for this role</p>
Matters relevant to the above checks	Access to money, assets or other financial approvals
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 5

<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> • Provide advice to or regulate clients and give support to more senior employees. • If appropriate, supervise resources, other employees or groups of employees and achieve clear objectives and/or budgets, frequent prior consultation with more senior employees and regular reporting to ensure plans are met. • Where providing specialist advice to clients or to regulate clients, undertake role with close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant, but the decisions and actions are always subject to appeal or review by more senior employees.
<p>Judgment and decision making</p>	<ul style="list-style-type: none"> • Work to well defined objectives by selecting from a range of alternative methods, technology, processes or equipment. • Solve problem using procedures and guidelines and apply professional or technical knowledge, or knowledge acquired through relevant experience. • Occasionally resolve problems of a complex or technical nature with solutions not related to previously encountered situations Apply creativity and originality where required. • Guidance and advice would usually be available within the time required to make a choice.
<p>Specialist knowledge and skills</p>	<ul style="list-style-type: none"> • When supervising others, have a thorough understanding of the relevant technology, procedures and processes used within the operating unit. • When interpreting regulations (as a specialists or employee) have an understanding of the underlying principles involved as distinct from the practices. • Understand the role and function of the senior employees to whom support is provided, an understanding of the long-term goals of the work unit and an appreciation of the goals of the wider organisation. • Understand the function of the position within its organisational context, including relevant policies, regulations and precedents.
<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. • Understand and implement basic human resource policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
<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 well-defined activities and in the supervision of other employees where appropriate. • Write reports in field of expertise and/or to prepare external correspondence.
<p>Qualifications and experience</p>	<ul style="list-style-type: none"> • Degree or diploma course with little or no relevant work experience • May also have less formal qualifications with relevant work skills • Or may have relevant experience and work skills commensurate with the requirements of the work in this Band.

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.



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