CORPORATE GOVERNANCE OFFICER
POSITION DESCRIPTION

Position Title:	Corporate Governance Officer
Responsible To:	Manager, Corporate Governance & Risk
Council Portfolio:	Corporate Services
Council Program:	Governance & Strategy
Classification Level:	Salaried, Level 5

Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, statutory requirements and obligations.

Overview of Program

The Governance and Strategy program is responsible for enabling robust, transparent and effective governance and risk management processes, and working collaboratively to create, maintain and integrate well researched strategies, polices, and plans which guide decision making and support our city and our community to thrive.

Key Relationships / Interactions

Internal	Employees across the Governance & Strategy Program City of Adelaide (CoA) employees across all Portfolios, Programs & Corporate Teams Lord Mayor and Council Members Executive Leadership Team
External	Local Government Risk Services Legal Providers Other Local Government Authorities Freedom of Information applicants Claimants Ombudsman SA Members of the community



Primary Purpose	As part of the Governance & Strategy Program the Corporate Governance Officer will support the Manager Corporate Governance & Risk and the broader Corporate Governance & Risk Team to ensure the Council is meeting its legislative compliance requirements. The Corporate Governance Officer is responsible for the efficient and effective provisioning of information to applicants pursuant to the *Freedom of Information Act 1991 (*the FOI Act*).* The Corporate Governance Officer is accountable for assessing applications pursuant to section 13 & 18 of the FOI Act; liaising with relevant stakeholders and other agencies and drafting complex determinations within legislated time frames. The role will manage Council's insurance claims process, as well as provide advice and support to the business on key governance activities.
Responsibilities	The Corporate Governance Officer is responsible for: • Assessing and determining Freedom of Information applications as an accredited Freedom of Information Officer and provide specialised knowledge, expertise and judgement in managing FOI applications and making determinations in accordance with the requirements of the FOI Act. • Assessing, evaluating, extending and narrowing the scope of FOI applications in accordance with the FOI Act including the preparation of information, summaries and reporting on FOI matters to the Manager Corporate Governance & Risk and Executive. • Managing and controlling the requirements of the State Records Freedom of Information (FOIMs online program) regarding – FOI application entry, processing and annual reporting. • Managing the Council's insurance portfolio including analysis and reporting requirements and leading the claims process, as well as providing advice on the purchase or negotiation of adequate insurance cover for the organization. • Ensuring the accurate, timely analysis and reporting of claims data. • Managing the renewal process for registered business names of the Council. • Facilitating Governance advice to the organisation on queries received. • Assisting in the management of the Common Seal process and maintain a register that reflects the authorisation of use of the Common Seal. • Support the delivery of agendas, business papers and minutes of Council and its Committees • Support the planning, coordination and delivery of Council elections, election-related projects and governance initiatives, ensuring compliance with legislative, regulatory and organisational requirements which includes assessing enrolment applications and producing the voters' roll. • Providing a range of administrative support functions which contribute to the delivery of the Corporate Governance team's key objectives. • Building and maintaining relationships across all levels of Council to assist in implementing better governance practices. • Working collaboratively and proactively with the team to carry out various support services which align to delivering outcomes for the Program. • Demonstrating a willingness to learn and develop within the Governance program by supporting the team with various tasks.



Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.



Position Criteria

Qualifications	Accredited Freedom of Information Officer (or willing to complete an accreditation).	**Essential**
	A tertiary qualification in Corporate Governance, Business Administration or Local Government studies or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	**Desirable**
Financial Skills & Acumen	Experience in management of accounts. A sound understanding of the importance of prudent expenditure of public funds.	**Desirable**
Technical Knowledge & Experience	Demonstrated experience in the understanding of legislation and regulations. Experience in claims management processes. Extensive experience in providing a broad range of administrative support services.	**Essential**
Project Management	Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. Demonstrated ability to plan and operate efficiently under pressure to complete tasks.	**Essential**
Innovation & Initiative	Experience in applying/managing best practice business principles and practices to the development and delivery of strategies, development plans, initiatives, programs, policy and procedures for the management of initiatives, and monitoring and reporting on outcomes. Ability to display a high level of verbal and written communication skills with the ability to foster and maintain strong working relationships with internal and external stakeholders.	**Essential**
Resource Management & Decision Making	Demonstrated understanding and application of legislation and regulation to support effective decision-making.	**Essential**
	Experience in making determinations according to the Freedom of Information Act requirements.	**Desirable**
Professional Development	A commitment to ongoing professional development and continuous learning.	**Essential**
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility. Demonstrated ability to influence peers and business stakeholders. Capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters.	**Essential**
Collaboration & Communication	Proven ability to build positive relationships and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.	**Essential**



	Capacity to work independently with minimal direction and collaboratively in a team environment.	
Administrative Skills	Extensive experience in providing a broad range of administrative support services. Advanced skills in MS Office computing applications production of reports and collation and dissemination of timely and accurate reports and correspondence. A high level of organisational and time management skills.	**Essential**
Government Experience	Experience working in a government environment.	**Desirable**



Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities



Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	**Office Workstation**
Work Area	**Various**
Physical Demand Rating	**Very Light Work**

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	**Critical Range of Motion:** Shoulder to 90° flexion. **Lift Capacity:** Up to 2kg (ream of paper). **Push / Pull Force:** N/A **Environmental Factors:** Indoor. Carpet in most offices. Lift access in most buildings. **Task Rotation:** tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. **PPE:** Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.