

# MANAGER, COUNCIL GOVERNANCE

## POSITION DESCRIPTION

Position Title:	Manager, Council Governance
Responsible To:	Associate Director, Governance and Strategy
Council Portfolio	Corporate Services
Council Program:	Governance and Strategy
Classification Level:	Salaried, Level 9

### 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, and 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, policies, and plans which guide decision making and support our city and our community to thrive.

### Key Relationships / Interactions

Internal	Employees across the Governance and Strategy Program City of Adelaide (CoA) employees across all Portfolios and Programs Executive and Senior Leadership Team Lord Mayor and Council Members
External	Local Government Association (LGA) SA Metropolitan South Australian Councils Consultants and subject matter experts Community members and groups LGA Governance Network Governance Forums

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## Primary Purpose

As part of the Governance and Strategy Program the Manager, Council Governance will lead and support governance activities for Council, Committee, Panels and Authorities. They will lead a small team to ensure compliance activities associated with Council governance are appropriately discharged and maintained.

## Responsibilities

- The Manager, Council Governance is responsible for:
1. Overseeing the effective coordination and administration of Council and Council Committee committees, including:
    - a. Ensuring the effective coordination and presentation of all business put before the Council
    - b. Ensuring agendas, business papers and minutes of Council and its Committees, are prepared within legislative requirements, including timeframes.
  2. Attending Council and Council Committee meetings and providing expert interpretation and advice, within and outside of Council meetings, on a broad range of complex and sensitive matters relating to the application of the Local Government Act, Meeting Regulations, the City of Adelaide Act and any other relevant legislation.
  3. Managing complaints and other confidential matters including those relating to Behavioural Standards and Ombudsman SA and Office for Public Integrity investigations.
  4. Managing the forward business program of Council and its Committees.
  5. Assisting with the co-ordination of the periodic and supplementary (as required) elections for the City of Adelaide.
  6. Leading the management of the caretaker period and Council Member Induction program.
  7. Leading the planning, coordination and management of CoA's Council Member Training Program including facilitating training and organising CEO Briefings.
  8. Identifying and implementing opportunities to improve the efficiency of Council and Council Committee report writing and approval process and ensuring the appropriate understanding of report writing requirements across CoA.
  9. Managing the updating of Council and governance related policies and managing the effective oversight of operational policies across the organisation.
  10. Managing Council Member appointments to working groups and external boards.
  11. Supporting a positive workplace culture whilst fostering a high performing team which delivers professional council governance services, and achieves agreed services and outcomes.
  12. Overseeing the effective management of Council's Confidential Items Management.
  13. Fostering strong working relationships with senior stakeholders to enable the timely progression of reports and queries for Council consideration.

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14. Supporting the Associate Director Governance and Strategy and Executive in the efficient coordination of CoA's report review process.

## Workplace Health and Safety & People Leadership Responsibilities

All leaders are also responsible for;

- Complying with the Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- The effective leadership and management of their team and its functions, including coaching, development and management of resources, legislative requirements, and identifying and implementing continual service improvements.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
  - > Ensuring WHS legislative compliance is maintained within the program or area of corporate responsibility.
  - > Implementing the CoA WHS management system within the program or area of corporate responsibility.
  - > Undertaking activities to achieve WHS objectives and targets.
  - > Identifying and allocating the human and financial resources to ensure a safe working environment is maintained.
  - > Scheduling all reasonable hazards for assessment and control by elimination if possible.
- Understanding the organisation's WHS and Injury Management policy and procedures and undertaking your role within these.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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## Position Criteria

<b>Qualifications</b>	A tertiary qualification in Law, Corporate Governance or Company Secretary studies or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	<b>Essential</b>
	Post Graduate qualification in law or related field or discipline. Membership with the Governance Institute of Australia	<b>Desirable</b>
<b>People Management</b>	Demonstrated ability to lead, manage and develop people in order to manage and organise work and resources across a range of complex projects and in a manner that supports professional development.  Demonstrated ability to mentor and support employees in their professional development.  Thorough working knowledge of people management practices, policies and procedures	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Ability to understand broad commercial realities and to quickly absorb and understand relevant information from reports as required.	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	Significant experience in interpretation of legislation and regulation in a Council, Board or Committee environment.  Significant experience and expert knowledge of the Local Government Act and associated legislation.  Significant experience in corporate governance, board meetings or company secretary roles in a regulatory or government environment.  Significant experience in minute taking, preparation of agendas and dissemination of information at a senior level or significantly pressured environment.	<b>Essential</b>
<b>Project Management</b>	Understanding of a project life cycle, and ability to assist with strategies relating to projects and programs and promote cross functional collaboration.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	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.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	Significant experience in allocating resources in a rapidly changing environment.  Significant experience in applying legislative provisions to support the decision-making deliberations of senior officers often in a high-pressure environment.	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>

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<b>Customer Commitment &amp; Integrity</b>	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters.	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	<p>Proven ability to build positive relationships to consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p> <p>Proven Ability to perceive the political implications or various decision paths before acting or proven ability to integrate across inter-related programs or groups to achieve outcomes.</p> <p>Significant experience in provision of written and verbal advice in high pressure situations.</p>	<b>Essential</b>
<b>Administrative Skills</b>	<p>A good understanding of practices, procedures and outcomes required of a records management system.</p> <p>Excellent written communication skills.</p> <p>Advanced skills in the use of MS Office, production of reports and collation and dissemination of timely and accurate reports and correspondence.</p> <p>A high level of organisational and time management skills.</p>	<b>Essential</b>
<b>Local Government Experience</b>	Experience in working in a Local Government environment.	<b>Desirable</b>



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## Our Values

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

### Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

#### 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



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## 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

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> 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. <b>PPE:</b> Office attire and appropriate footwear.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	
<b>Walking</b>	✓			Meeting with others, moving between rooms	
<b>Climbing</b>	✓			Option to take the stairs	
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			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).**

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## 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.