

# POLICY & GOVERNANCE ADVISOR POSITION DESCRIPTION

<b>Position Title:</b>	Policy & Governance Advisor
<b>Responsible To:</b>	Manager, Corporate Governance & Risk
<b>Council Portfolio</b>	Corporate Services
<b>Council Program:</b>	Governance & Strategy
<b>Classification Level:</b>	Salaried, Level 6

## 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 & Strategy Program will support the governance of the City and Corporation through the provision of governance, strategy and partnership and corporate planning services.

## Key Relationships / Interactions

<b>Internal</b>	Employees across the Governance & Strategy Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams Lord Mayor and Council Members Executive Leadership Team
<b>External</b>	Community Members Legal Providers Other Local Government Authorities Ombudsman SA ICAC, and OPI Local Government Association of SA

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## Primary Purpose

As part of the Governance & Strategy Program the Policy & Governance Advisor will conduct policy and procedure reviews across the organisation, undertake the management of the council's Dispute Resolution Officer process, assist in Council Member Behavioural matters and support the Council Governance team with meeting support and advice regarding provision of reports, circulation of agendas, minute taking for Council and Committees.

## Responsibilities

The Policy & Governance Advisor is responsible for:

- Managing, contributing and working closely with policy authors across the Council Governance and Corporate Governance & Risk teams to conduct policy and procedure reviews and assisting the organisation with policy development.
- Providing informed and timely high-level legislative advice and assistance to staff, management and external parties on a range of policy, procedural, administrative and governance related matters, including emerging trends, assessing various Acts, Regulations, and Government Gazettes, and ensuring key staff are informed of relevant information and amendments.
- Reading and interpreting legislation, including but not limited to the *Local Government Act 1999*, *City of Adelaide Act 1998* and *Local Government (Procedures at Meetings) Regulations 1999*.
- Managing the dispute resolution process and act as the Dispute Resolution Officer on behalf of CoA. The Dispute Resolution Officer is responsible for investigating disputes within established procedures, guidelines and mitigating risk.
- Assisting in the management of Council Member complaints in relation to the Behavioural Management Framework.
- Monitoring and implementing change processes regarding legislative amendments in conjunction with the Manager Corporate Governance & Risk and other Programs.
- Contributing to an education program across the organisation about the importance of good governance and, actively demonstrating what this looks like through leading by example and assisting in the delivering of governance initiatives.
- Assisting the Governance team with drafting Committee and Council reports relevant to areas of responsibility.
- Coordinating and preparing submissions, briefing notes and correspondence on complex policy matters and strategic priorities.
- Supporting the administration of Council meetings and Committees, Panels and Authorities on the application of the *Local Government Act*, Code of Practice for Meetings Procedures and any other relevant legislation, including support in meetings with minute taking.
- Working collaboratively and proactively with the Governance team to carry out various support services which align to delivering outcomes for the Governance & Strategy Program.
- Supporting the delivery of agendas, business papers and minutes of Council and its Committees.
- Researching and preparing quality briefing papers, reports, presentations and other documents within time constraints and undertaking projects as required in respect to highly complex, sensitive, political and confidential issues.

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## 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.

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## Position Criteria

<b>Qualifications</b>	Diploma/degree qualifications pertaining to governance/ local government, or relevant law/legal studies, and/or relevant commensurate experience.	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Experience in management of accounts.	<b>Desirable</b>
<b>Technical Knowledge &amp; Experience</b>	Demonstrated experience in the understanding of legislation and regulations.  Demonstrated experience in supporting governance services.	<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.  Demonstrated ability to plan and operate efficiently under pressure to complete work.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Experience in applying best practice business principles and practices in supporting the development and delivery of strategies, development plans, initiatives, programs and procedures for the management of initiatives, and monitoring and reporting on outcomes.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	Strong organisational skills, the ability to successfully manage completing priorities, maintain attention to detail and meet deadlines.	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<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 within area of responsibility.	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	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.  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.	<b>Essential</b>
<b>Administrative Skills</b>	A good understanding of practices, procedures and outcomes required of a records management system.  Advanced skills in the use of MS Office, production of reports and collation and dissemination of timely and accurate reports and correspondence.  A high level of organisational and time management skills	<b>Essential</b>
<b>Government Experience</b>	Experience working in a government environment and/or demonstrated experience in Dispute Resolution or Complaints Management.	<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	Icon	Principles
Achievement	trophy	<ul style="list-style-type: none"><li>Deliver what matters</li><li>Ensure clarity of direction and unity of purpose</li><li>Inspire excellence and strive for outstanding results</li></ul>
Collaboration	handshake	<ul style="list-style-type: none"><li>Work together to build successful teams and partnerships</li><li>Be open, inclusive, and share knowledge</li><li>Seek, provide and act on feedback</li></ul>
Customer Commitment	person head	<ul style="list-style-type: none"><li>Know your customers and put them first</li><li>Listen to and understand customer needs</li><li>Be responsive, close the loop and deliver on promises</li></ul>
Integrity	shield	<ul style="list-style-type: none"><li>Own your actions, successes and mistakes</li><li>Act with transparency, honesty and respect</li><li>Do what you say you will do</li></ul>
Innovation	lightbulb	<ul style="list-style-type: none"><li>Look for ways to improve and create positive change</li><li>Think broadly and take a wider viewpoint</li><li>Be responsive to new ideas and opportunities</li></ul>

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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>Standing</b>	✓			Accessing folders, p/copier, talking to others	<b>Lift Capacity:</b> Up to 2kg (ream of paper).
<b>Walking</b>	✓			Meeting with others, moving between rooms	<b>Push / Pull Force:</b> N/A
<b>Climbing</b>	✓			Option to take the stairs	<b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings.
<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>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>Lift</b>	✓			Light items, folders, paper and documents	<b>PPE:</b> Office attire and appropriate footwear.
<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.