



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE:	Governance Manager
LEVEL:	8
TERM:	Permanent
REPORTING TO:	Director Corporate Services
LOCATION:	Alice Springs (with an obligation to travel to remote service delivery centres)

OBJECTIVES OF THE POSITION:

This position is responsible for managing the governance function of the Central Desert Regional Council. The role involves operational and strategic work and projects in a governance capacity relating to elected and appointed members and staff, administrative support of Council and Local Authorities, as well as communications and public relations work liaising with government agencies, the private sector and community groups.

DUTIES AND RESPONSIBILITIES:

1. Promoting best practice corporate governance and management protocols.
2. Providing expert advice, development and management in relation to corporate policies, procedures and practices. This will include training where appropriate and ensuring that the register of council policies is maintained and up to date.
3. Ensuring the Regional Council complies with all statutory and non-statutory governance requirements including reporting to relevant government departments.
4. Representing the Regional Council at relevant meetings and liaising with other Regional Councils in the NT and interstate on governance issues as required.
5. Providing support for ceremonial and civic events across the Council Region.
6. Providing administrative management support to the Director Corporate Services including overseeing:
 - arranging meetings and support for Council, Local Authority and relevant committee meetings at locations across the Council Region.
 - preparing Council business papers, agendas and minutes,
 - preparing submissions, correspondence, reports and returns covering a broad range of corporate management and governance issues,
 - arranging travel and accommodation for elected members including the provision of travel allowances; and
 - managing elected and appointed members' professional development and capacity building via relevant training courses and programs.

7. Reporting against financial and service delivery benchmarks in accordance with Council policy and in accordance with agreed budgets.
8. Facilitating Council elections.
9. Facilitating community engagement activities required for the development of council plans.
10. Preparing the annual report, community plans, newsletters and public relations material such as council media publications including the quarterly news for stakeholders, media releases, and other material as required.
11. Managing and maintaining information on various online platforms including the Council website, Facebook page and YouTube channel.
12. Managing Council, Local Authority and relevant committee meetings in locations across the Council region;
13. Managing human resources in accordance with council policy and current human resources practice, including:
 - undertaking regular performance appraisals and performing ongoing monitoring of staff performance,
 - establishing work plans and training and development plans for staff; and
 - ensuring appropriate staff resourcing is in place and making recommendations to the Director of Corporate Services, as appropriate.
14. Promoting innovation and continuous improvement through:
 - reviewing existing work processes for opportunities for improvements in efficiency and quality and implement improvements where identified;
 - liaising with other parts of the organisation to ensure efficient cross directorate processes;
 - facilitating communication and cooperation between your own team and across the organisation.
15. Upholding council's core values:
 - strong and good leadership
 - team work
 - accountability
 - integrity
 - respect.
16. Other duties and special projects as directed by the Director Corporate Services and the Chief Executive Officer.

SELECTION CRITERIA

Essential

- Proven knowledge of local government in the NT or other state including an awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
- Well developed skills and experience in corporate, risk management, general and change management, strategic planning, project management, negotiation and management of contracts.
- Proven oral and written skills with a high level computer literacy.

- Demonstrated well-developed skills and experience in achieving results in governance at a local government body (or other relevant organisation) in the areas specified under the duties and responsibilities in this position description.
- A local government or business management qualification, or other appropriate tertiary qualification, or equivalent experience.
- Demonstrated experience of governance policies and practices in a local government authority and/or organisation requiring comparable skills and knowledge.
- A willingness to travel to rural and remote service delivery centres (9 communities in Central Desert Region).

Notes

The Governance Manager will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current driver licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.