



Employment Application Package

Manager Governance

Position Description

Manager Governance

Directorate	Corporate Services
Tenure	Full Time - Contract
Level	Negotiated

Shire of Murray staff are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

Our values are **REAL**

Respect

For our Community

Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

For our Councillors

Take pride in serving Councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

For our Colleagues

Approach problems with a we over me mentality, collaborate and support each other to achieve organisational goals.

Excellence

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

Accountable

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

Leadership

Be a steward of our community, your team and the organisation, create a positive working environment, take initiative,

Position Objectives

To coordinate and manage the efficient and effective delivery of Governance Services.

Key Duties/Responsibilities

Governance

- Compile and distribute regular information updates across the organisation regarding legal, governance or local government compliance issues.
- Maintain a comprehensive knowledge of the legislation relating to local government operations, inclusive of local laws.
- Provide reports and recommendations to Council and the Executive Leadership Team within the Governance area of responsibility.
- Ensure relevant governance processes are implemented which enable accurate identification, management and monitoring of issues and requirements.
- Develop and maintain governance related programs, systems, registers and budgets.
- Ensure scheduled reviews of the Shire of Murray Policy Manual are undertaken.
- Ensure delegation and sub delegation registers are maintained and updated, as required.
- Coordinate the completion of primary and annual returns for elected members and relevant employees.
- Coordinate the production of Council and Committee Agendas and Minutes.
- Coordinate the annual local government statutory compliance audit.
- Implement compliance improvements, as identified.
- Manage general statutory compliance and ensure best practice.
- Oversee and coordinate local law development and manage and maintain existing local laws to ensure effectiveness and legislative compliance.
- Coordinate and support effective Local Government Elections.

Property and Leasing

- Develop and maintain systems to administer, control and document all property leases, licences and other forms of land occupancy/use agreements.
- Liaise with lessees and tenants of Shire properties to ensure compliance with lease agreements are maintained.

Organisational

- Embrace and participate in change to better achieve the Shire's goals and objectives.
- Exercise discretion, initiative or seek judgement where practises and direction are not clearly defined.
- Maintain strict confidentiality.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Actively embrace and display Shire of Murray values.
- Identify, assess and report strategic, operational and project risks.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant to the scope of the position or department.
- Promote, maintain and improve the working environment and practises to ensure compliance with Industrial Awards, Work Health & Safety, Equal Employment Opportunity legislation and Council's Policies and Procedures.

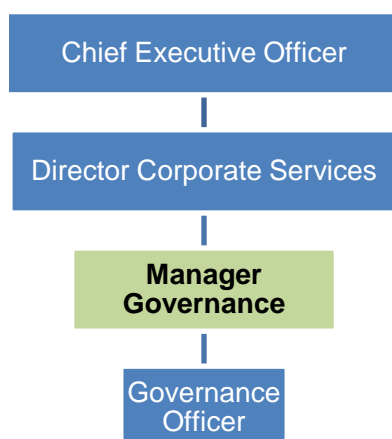
Work Health and Safety

- Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
- Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and WHS Regulations 2022.

Organisational Relationships

Reporting to	Director Corporate Services
Supervision of	Governance Officer
Member of	Corporate Services Directorate
Liaison with	Shire of Murray staff, Local Government Associations

Organisational Chart



Work-Related Requirements

Knowledge and Skills

Comprehensive demonstrated knowledge of the Local Government Act 1995 and associated regulations, relevant Local Laws, policies and regulations.	Essential
Well-developed negotiation, problem solving, conflict resolution and public relation skills.	Essential
Well-developed computer skills including the use of Microsoft applications.	Essential

Experience

At least 3 years practical experience in a similar governance role.	Essential
Demonstrated experience in developing and overseeing property lease agreements.	Desirable
Demonstrated supervisory and leadership experience with the ability to work in and promote a team environment.	Desirable
Demonstrated experience in court and legal procedures relevant to local government.	Desirable

Qualifications and Training

Possession of or significant progress towards a Bachelor Degree and Associated Diploma in relevant disciplines and fields.	Desirable
Current unrestricted "C" class national driver's licence.	Desirable

Employment Conditions

Manager Governance

Salary	A total remuneration package of \$154,105 per annum will be offered with a cash component of \$120,000 per annum.
Agreement	Shire of Murray (Administration Staff) Enterprise Bargaining Agreement 2023.
Hours	This is a full-time position working 76 hours across a nine-day fortnight.
National Police Clearance	Provision of a National Police Clearance not more than three months old will be required prior to commencement in this position.
Supporting Documents	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
Probationary Period	A standard probationary period of six (6) months applies to all new appointments within the Shire. The probation period may be extended if necessary.
Superannuation	As per the current Superannuation Guarantee, plus additional superannuation based on personal contributions and as per the current Enterprise Bargaining Agreement.
Annual Leave	4 weeks leave.
Sick Leave	76 hours per year.
Eligibility Requirements	All applicants must be eligible to work in Australia.
Benefits	Free gym membership Study assistance Health and Wellbeing program Service recognition program
Closing Date	4:00pm Sunday, 27 October 2024 In the interests of fairness and equity, late applications will not be accepted unless an agreement was made with Human Resources prior to the closing date.

How to apply

These guidelines have been developed to assist you in preparing your application. Candidates who address the below and who, from their applications appear competitive, will be interviewed. This decision will be based on information that you provide in your application which is relevant to the position.

Your application will include the following documentation:

Cover Letter	Prepare a cover letter outlining your expression of interest and suitability for the role.
Resume and References	An up-to-date resume listing your experience and qualifications. Please also include at least two work-related references that may be contacted in support of your application.
Work-Related Requirements	<p>Outline in no more than 3 pages your ability to fulfil the role. Your application package is not required to address each criteria, however sufficient information should be provided, including relevant examples detailing your experience and skills, to demonstrate that you are suitable for the position as listed in the Position Description.</p> <p>You may wish to use the STAR method to assist in writing your application - Situation, Task, Action, and Result.</p> <p>Situation Where and when did you carry out the task or solve the problem, or handle the issue in the workplace?</p> <p>Task What was the specific task, problem or issue you were faced with? Who was involved? What was the nature and complexity of the task? What were the consequences if the task or issue was not handled effectively?</p> <p>Action What positive action did you take that displayed one or more of the core values? This is the section in which you need to be particularly concise, ensuring you describe all the actions you took that led to the success in a particular situation.</p> <p>Result What was the result or achievement reached from the situation described?</p> <p>Remember that you may be competing with many other applicants for this position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge.</p>
Submitting your application	Submit your application to careers@murray.wa.gov.au . If you are unable to access email, applications will be accepted via post addressed to - Chief Executive Officer, PO Box 21, Pinjarra WA 6208.

If you require more information, please contact Human Resources on (08) 9531 7704.




**Shire of
Murray**

Administration Office

1915 Pinjarra Road, Pinjarra WA 6208
PO Box 21 Pinjarra WA 6208

T: (08) 9531 7777

E: mailbag@murray.wa.gov.au

   @ShireofMurray

murray.wa.gov.au