

POSITION DETAILS

Position Title

Corporate Governance Officer

Position Number

14436

Classification Level

Level 5

Award/Agreement

Public Service Award 1992 / Public Service and
Government Officers General Agreement 2017

Service Area

Office of the Director General

Service Area

Corporate Governance

Physical Location

246 Vincent Street, Leederville/140 William Street,
Perth

Effective Date

28/10/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

14423, Manager Corporate Governance L7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

The Office of Director General is responsible for the development and implementation of reforms, strategies, policies and initiatives across the Department and the culture and arts portfolio.

The Office of the Director General is responsible for the Ministerial, executive, strategic planning and performance reporting, corporate governance, corporate communications, freedom of information, internal audit and legal functions.

The Corporate Governance Officer will be part of a team that provides support to the development, implementation and oversight of the Department's corporate governance function. This will include undertaking research and developing policy, frameworks and strategies across the department; and monitoring compliance with policies, procedures and practices.

ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

**Customer Focused
Responsive
Respectful
Accountable
Innovative**

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

Corporate Governance

1. Provides support in the development, implementation and oversight of the department's corporate governance function.
2. Undertakes research to assist in developing corporate governance policy, frameworks, and strategies across the Department.
3. Prepares reports, submissions, briefings and correspondence on corporate governance related matters.
4. Provides advice to department staff on corporate governance policies, practices and procedures.
5. Assists with the monitoring of compliance with the department's corporate governance policies, practices and procedures.
6. Assists with research into new and emerging issues in corporate governance.
7. Provides secretariat support to the Audit and Risk Committee.
8. Creates and sustains networks with a wide range of internal and external stakeholders.
9. Undertakes other duties as directed.
10. Works as part of a broader team in order to deliver on Government priorities and objectives, for the benefit of the community.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Shapes and Manages Strategy

- Supports shared purpose and direction and harnesses information and opportunities to achieve the governance and risk management outcomes of the agency.
- Draws on information from a range of sources, uses judgement to analyse, and works within agreed guidelines to make decisions that are incorporated into work plans.

2. Achieves Results

- Sound policy formulation and research skills and a capability to provide critical analysis.
- Knowledge of and experience with government and parliamentary functions and operations.
- Coordinates projects to achieve results.
- Demonstrates flexibility and copes with day-to-day changes in priorities.

3. Builds Productive Relationships

- Demonstrated experience in working in a consultative and collaborative manner at executive and operational levels and nurtures internal and external relationships.
- Shares learning and supports others.

4. Exemplifies personal integrity and self-awareness

- Contributes to setting key outcomes for the organisation and teams and ability to focus and energise others to achieve results that support direction of the department.
- Exhibits a high level of commitment to learning through ongoing education and personal development and extends that commitment to team members.
- Ability to understand and operate within the mission, vision and values of the Department

5. Communicates and Influences Effectively

- Communicates clearly
- Listens, understands and adapts to audience.

Desirable

1. Nil

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Nil.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Read and acknowledge key Departmental policies and Code of Conduct;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's Accountable and Ethical Decision Making training within six months of appointment e.g. duties required to undertake the role.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

.....
Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

.....
Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND CULTURAL
INDUSTRIES

Initials: KC

Date: 5.11.2019