

POSITION DETAILS

Position Title

Manager Corporate Governance

Position Number

13774

Classification Level

Level 7

Award/Agreement

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

Division/Directorate

Office of the Director General

Branch/Section

Corporate Governance

Physical Location

246 Vincent St, Leederville/140 William Street,
Perth

Effective Date

8/08/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

13636 – Assistant Director General – Level 9

Positions reporting to this position

FOI Coordinator – Level 6

Corporate Governance Officer - Level 5

PURPOSE OF THE POSITION

This role leads and manages Corporate Governance requirements in order to achieve agency objectives and outcomes. This role also coordinates risk management and works as part of a broader team in order to deliver on Government priorities and objectives, for the benefit of the community.

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	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

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

1. Strategic Management

- 1.1 Provides a consultancy service to advise and assist senior staff on the department's corporate governance and risk management frameworks and processes and promotes a culture conducive to the effective use of these frameworks and processes.

2. Corporate Governance and Risk Management

- 2.1 Facilitates corporate governance and risk management requirements across the agency.
- 2.2 From a corporate governance perspective, assist with the preparation of department business submissions for project initiatives that require new or additional funding and liaises with Executive Directors and Directors, including the Chief Finance Officer as appropriate on all planning and performance matters.
- 2.3 Undertakes research and writes corporate governance policy, frameworks, strategies and plans across all portfolio areas and service delivery areas for the Department.
- 2.4 Prepares reports for Corporate Executive on the performance of corporate governance and risk management against corporate objectives and achievement of key targets.
- 2.5 Coordinates and oversees all internal and external audit activities, including (as directed by the Audit and Risk Committee) examining compliance issues associated with the governance framework.
- 2.6 Provides Executive Officer support to the Audit and Risk Committee.

3. Leadership

- 3.1 Creates and sustains networks with a wide range of stakeholders both within and external to the department, as necessary.
- 3.2 Maintains knowledge and provides advice on changes to relevant legislation and regulations, codes of practice and contemporary corporate governance and risk management practice.

4. Other

- 4.1 Participates in a range of activities, including project work, as required.
- 4.2 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

Essential Pre-employment requirements: e.g. qualifications, licences

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
 - Demonstrated strategic management skills and the ability to provide leadership and support to achieve the governance and risk management outcomes of the agency.
 - Competency and experience in analysing and interpreting information and providing high level advice and reports that contribute to the overall strategic management of an organisation.
2. Achieves Results
 - Highly developed policy formulation and research skills and a capability to provide critical analysis of proposals.
 - Knowledge of and experience with government and parliamentary functions and operations.
 - Demonstrated ability to manage human, physical and financial resources efficiently.
3. Builds Productive Relationships
 - Demonstrated experience in working in a consultative and collaborative manner at executive and operational level and the ability to negotiate internally across the organisation and externally with stakeholders.

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.
- Demonstrates personal behaviour that accords with the values and policies of the Department and the Public Sector, in particular the Codes of Ethics and Conduct.

5. Communicates and Influences Effectively

- Demonstrated experience communicating in a clear, concise and articulate manner, selecting the most appropriate medium for conveying information to the audience's level of knowledge, skill and experience.
- Presents, negotiates and influences with confidence at senior levels to achieve the corporate governance and risk management outcomes.
- Demonstrated capacity to adapt communication to accommodate audience diversity.
- Provides impartial and forthright advice, persists and displays resilience and challenges important issues constructively.

Desirable

1. Nil.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- To be eligible to apply for appointment to permanent positions in the Western Australian Public Sector, you must be an Australian citizen or have permanent resident status in Australia. For temporary (fixed term or casual) positions, you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

Appointment is subject to:

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

Training:

- Complete induction within three months of commencement;
- 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

CERTIFICATION

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

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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.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND CULTURAL
INDUSTRIES

Initials: BP

Date: 08.08.2019