

Job Description Form

Senior Governance Officer - Level 6 (DPC22033)

31 May 2023

Division/Directorate

State Services

Branch/Section

Governance and Strategy

Reports to

Manager, Governance

Supervises

Nil

Operational Context:

The Governance and Strategy Branch's core purpose is to manage the Department's corporate governance and risk exposure. This includes oversight and coordination of the Department's Corporate Governance Framework; Key Performance Indicators across business divisions; oversight of the business continuity plans; coordination of internal audits and assistance with external audits; consideration of integrity matters including conflict of interest disclosures; and procurement services for the Department.

Role Overview:

Administers the Department's complaints management, audit, governance, and integrity processes, and provides advisory and information services to build the governance capability of the organisation.

Role Responsibilities:

- Administers the Department's complaints management and integrity processes to ensure complaints and information received by the Department is assessed and managed in a consistent, fair, transparent, coordinated and efficient manner, consistent with regulatory requirements and contemporary best practice.
- Coordinates and provides liaison as required between the Department and key stakeholders including the Public Sector Commission, Corruption and Crime Commission, WA Police Force and State Solicitors Office.
- Develops and delivers governance awareness programs, information sessions and strategies to build the governance capability of staff, managers and the organisation generally.
- Provides governance advice to support management and business areas, improve their governance processes and assist stakeholders to understand their responsibilities and obligations under various legislation and policy.
- Contributes to the development of governance related policies, systems, frameworks and processes.
- Supports the Manager Governance in the administration of the Department's internal audit program, including planning, coordinating requests for information, reporting on audit outcomes and monitoring the implementation of audit recommendations.
- Supports decision making through developing and reviewing committees' governance processes.

Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*.

Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

- Demonstrated knowledge and experience of contemporary best practice in complaints, discipline and misconduct management and investigations, and a thorough understanding of relevant legislation, principles, policy, procedures, standards and regulatory frameworks in a public sector environment.
- Experience in the assessment and management of sensitive and confidential integrity matters, complaints and/or allegations of misconduct, including preparing comprehensive advice to management on the handling of such matters.
- Ability to manage and implement strategies to improve and build governance capacity in a public sector environment
- Demonstrated high level communication skills and the ability to identify trends and issues and use this information to prepare reports and advice to management.
- Experience in the provision of governance support to committees or boards.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- Criminal Records Screening Clearance

Certification

Director Signature:

People Services:

Date:

Date: