



Position Description

Position Title:	Senior Corporate Governance and FOI Coordinator	Classification Level:	Level 6
Position Number:	00010361	Reports to:	Assistant Director, Strategy, Planning and Insights L8
Directorate:	Customer Experience and Strategy	Supervises:	Nil
Branch/Section:	Strategy and Customer Advocacy	Location:	Perth Metropolitan Area

Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

Our purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



Empathy Collaboration Growth Clarity

Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and delivers services to the Government, public sector agencies and the community, and places customers at the centre of its focus.

Services include strategic policy advice, building and managing major community infrastructure and government office accommodation, leading and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

Role summary

The Senior Corporate Governance and FOI Coordinator is primarily responsible for leading the development, implementation and ongoing maintenance of the Finance's corporate governance and policy frameworks; ensuring that they meet the Department's requirement to govern itself according to relevant legislation, public sector practices and standards. This involves the provision of support to management across the Department in the effective delivery of the corporate governance and policy frameworks.

An additional key function of this role is the planning, coordination and reporting on Freedom of Information (FOI) activities on behalf of the Departments of Finance and Treasury.

Engagement and collaboration with senior managers and internal and external stakeholders is central to this role. This position will provide effective leadership and guidance on corporate policy, governance and FOI frameworks and processes, including interpretation of the Freedom of Information Act to support the vision and strategic direction of Finance.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture, including actively identifying opportunities to build positive organisational culture.
- Reinforce departmental objectives, and customer needs in work activities to inspire excellence.
- Encourage an environment that enables members to flourish, embrace diversity, flexibility and opportunity to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively.
- As a member of the Strategy and Customer Advocacy team, demonstrate initiative and be accountable for your work outputs and proactively encourage efforts of the team.
- Participate in and embrace coaching, feedback and capability building; and take initiative in personal growth and development.

Customer Centric

- Work proactively with customers and stakeholders to facilitate the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals, best practice and facilitate and encourage continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Engage and work proactively with customer to support/develop contemporary strategies and policies by identifying and implementing solutions to Strategy and Customer Advocacy team situations.
- Regularly confirm customer and stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

Outcomes Focused

- Lead and coordinate the continuous improvement and maintenance of the Department's corporate governance, policy framework and FOI requirements to ensure they meet the Department's changing needs and new, or changing legislation, public sector practices and standards.
- Aligned to the Department's objectives, lead and manage the development and implementation of projects, including researching and anticipating opportunities and trends, to enhance governance and policy development.
- Plan, undertake and manage cyclical reviews and strategic evaluation of the Department's policies and governance framework, and report on outcomes.
- Act as custodian of the corporate policy register and provide customer support for end user enquiries about the corporate governance and policy frameworks and associated systems.
- Record, monitor and provide advice on governance, policy and FOI issues.
- Manage the release of information to external parties, including responses to applications for information under and outside of the Freedom of Information Act 1992 (FOI Act) on behalf of the Department of Finance and the Department of Treasury.
- Provide expert direction and advice to staff on the release of information to external parties, ensuring accuracy, quality and integrity of data, and consistency in decision making and release processes.
- Work closely with and support subject matter experts and decision makers to ensure matters of corporate governance, policy and FOI release of information are managed effectively and consistently across the Department.
- Lead staff training, awareness sessions and communications to ensure staff are aware of their obligations and understand relevant legislation relating to governance, policy and FOI.
- Coordinate input to strategic planning processes and identify strategic issues and appropriate governance responses.
- Provide advice on matters relating to corporate governance, policies, FOI and related frameworks for ministerial responses, parliamentary questions, the Annual Report and other requests.
- Operate within the Department's Governance Framework, policies and procedures and ensure effective transparency and accountability across Department activity.
- Provide cross-functional support for the delivery of all functions within the broader Strategy and Customer Advocacy team as required.
- Perform other duties as required.

What you need to bring to this role

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

Essential

Shape and Manage Strategy

Highly developed conceptual and analytical skills to solve complex problems with the ability to link operational tasks to organisational goals and strategies.

You will have demonstrated development, implementation and review of policy, and governance systems and processes.

You will have demonstrated knowledge of the *Freedom of Information Act* and associated legislation and processes.

Achieve Results

Ability to establish clear plans and timeframes for delivering services and reviewing performance to identify opportunities for continuous improvement.

Ability to meet deadlines, work under pressure and adapt quickly to changing priorities.

You will have demonstrated leadership skills and ability to leverage the knowledge and skills of the team to achieve quality outcomes.

Demonstrated ability to interpret and apply legislation.

Build Productive Relationships

Demonstrated ability to work collaboratively, share knowledge and information, recognise the contribution of others, build effective relationships and contribute towards a positive customer and stakeholder experience.

Ability to lead and influence stakeholders, customers, staff, and senior leaders to ensure compliance with legislation, policies, standards and guidelines.

Exemplify Personal Integrity and Awareness

High level of self-awareness, accountability and commitment to contribute to Finance values in the delivery of quality outcomes.

Communicate and Influence Effectively

Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service and communicate complex information in a clear and compelling manner.

Skilled at approaching negotiations with a clear understanding of key issues and desired outcome.

Desirable

Possession of, or progress towards, an appropriate tertiary qualification or equivalent relevant industry experience.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

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

Special equipment/requirements

Nil

Certification

Verified by: Rachel Fernley, Human Resource Consultant, November 2023

Classification Evaluation Date: October 2020