

Coordinator Governance & Property

Position Number	20050CO
Directorate	Corporate Services
Service Unit/Department	Governance
Location	Civic Centre, Roberts Avenue, Horsham
Position Classification	Band 7
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Manager Governance & Information
Supervises	Team Leader Information & FOI Management, Governance Officer, Procurement & Contracts Officer, Procurement & Governance Officer, Project Officer – Corporate Reporting, Property Officer
Working with Children Check Required	No

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

1. Position Purpose

This role supports the Manager Governance & Information in the delivery of highly effective and embedded systems of governance, integrity and transparency across all business units of Council. The role ensures the achievement of best practice standards and compliance with all legislative, regulatory and corporate reporting obligations while also effectively and efficiently administering Council's property portfolio.

2. Key Responsibility Areas

- Manage and actively support the day-to-day delivery of Council's governance, policy, risk, procurement, property and corporate reporting functions and frameworks.
- Coordinate and deliver systems, policies and procedures that ensure high standards of governance best practice across all business units, and excellent standards of compliance with the *Local Government Act 2020* and other key legislation relevant to the portfolio. This includes the provision of an effective program of internal communications, employee onboarding and ongoing information sessions and development of key materials.
- With oversight, develop, implement and deliver the Council Plan (every four years), Annual Action Plan, Annual Report, Quarterly Reports, and routine renewal of related strategic plans and policies.
- With oversight, develop, formulate and implement strategies, plans, policies and processes for the effective management of council property – including but not limited to the acquisition and disposal of Council-owned and managed property, leasing and licencing of all commercial properties, and liaising with DEECA on property matters involving the management of Crown Land.
- Provide high level policy, risk management, procedural and administrative advice to internal stakeholders as required.
- Coordinate procurement of confidential legal advice as directed and support the cataloguing and circulation of advice received as appropriate.
- Liaise with solicitors, real estate agents, valuers, consultants and the community in relation to property matters.
- Assist with managing and responding to enquiries from external integrity agencies including the Victorian Ombudsman, Local Government Inspectorate, and the Independent Broad-based Anticorruption Commission.
- Coordinate the administration of council elections (every four years) and ensure that an ongoing program of high-quality councillor induction and professional development is provided for all incoming elected representatives.
- Provide specialist advice and guidance on relevant administrative processes to management and staff in relation to all Council's property arrangements.
- Supervise, coordinate and support relevant staff in the delivery of position responsibilities and functions of the Governance Unit.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Accountability and extent of Authority, Judgement and Decision Making

- Responsible to the Manager Governance & Information for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies.
- A prime responsibility is the management of property assets through the implementation of formal agreements. Freedom to act is governed by policies, objectives and budgets with regular reporting to the Director Corporate Services to ensure achievement of goals and objectives noting decisions and actions taken may have a significant effect on the organisation, tenants and other clients or on the public perception of the wider organisation.
- Freedom to act is governed by policies, objectives, and budgets with professional and regulatory review. Decisions and actions taken may have a substantial effect on clients, the programs or projects being managed or on the public perception of the wider organisation.
- In relation to policy formulation, the work may be of an investigative, analytical, or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of this position can have a significant effect on the policies which are developed.
- The nature of the work is specialised, and methods, procedures and processes are generally developed from theory or precedent. The application of these established techniques to new situations, and the need to recognize when these established techniques are not appropriate, will influence how problems are solved.

4. Skills and Knowledge

- A critical thinker with a well-developed ability to read, interpret and effectively apply relevant legislation and regulation.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- Knowledge and understanding of local government, governance and compliance procedures and practices, including the ability to prepare briefs, reports and correspondence.
- An understanding is required of long-term HRCC goals, values and aspirations and of the legal and political context in which the HRCC operates, and the ability to interpret these into the development of effective policies and their implementation.
- Understanding of the principles and importance of community engagement and customer focus in a contemporary public service environment.

5. Management and Administrative skills

- Demonstrated effective management skills including the ability to develop and implement effective workflows and tools, motivate and support direct reports, and promote a high performance and customer-focused team and ethos.
- Ability to manage priorities and deadlines (of self and others) to ensure all work is delivered on time and in line with contemporary professional standards.
- Efficient and effective problem-solving skills with demonstrable attention to detail.
- Experience in the practical application of contemporary human resource processes.

6. Interpersonal skills

- Professional manner with excellent written skills.
- High standards of personal presentation and the ability to deal courteously and efficiently with the public, contacts in other organisations, legal and other advisors, to discuss and resolve specialist problems, and with other employees within the organisation to resolve intra-organisational issues.
- Demonstrated ability to resolve problems cooperatively and decisively.
- Ability to demonstrate high levels of integrity, accountability, innovation and respect in all aspects of the position.

7. Qualifications and Experience (Selection Criteria)

- A tertiary qualification in a relevant area (law, local government, business administration, or related discipline).
- At least five years' experience in a relevant field, including strong exposure to formulating strategy and direction, and a sound background in corporate governance or a closely related field. Directly relevant tertiary qualifications, with less experience, may be considered.
- Experience and thorough technical understanding of *Local Government Act 2020* and all legislation relevant to the role. Alternatively, the successful candidate may have similar relevant experience combined with the demonstrated ability to quickly acquire specific knowledge required to perform this role at a high standard.
- Proven management and motivational skills, including the ability to develop a supportive team culture, building professional and human resource capacity within a team setting, and delivering high performance outcomes across all areas of responsibility.
- A cooperative style, with strong communication, organisation and negotiation skills. This includes the ability to produce quality reports to high standards, provide consistently accurate technical advice on areas of expertise, coordinate the timely delivery of all workflows, and manage stakeholder relationships effectively.
- A passion for continuous improvement and customer-focused service delivery, with the ability to oversee enhancements to Council's corporate strategic planning and reporting functions.

8. Organisational Relationships

Reports to:	Manager Governance & Information
Supervises:	Team Leader Information and FOI Management Governance Officer Procurement and Contracts Officer Procurement and Governance Officer Project Officer – Corporate Reporting Property Officer

Internal Liaisons: Executive Assistant to CEO & Councillors
Councillors
Executive Management Team
Managers and Coordinators

External Liaisons: State Departments and external agencies
(e.g. Local Government Vic)
Legal practitioners

9. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

10. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

11. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Director Corporate Services)

Date:

Employee name:

Signature:

Date: