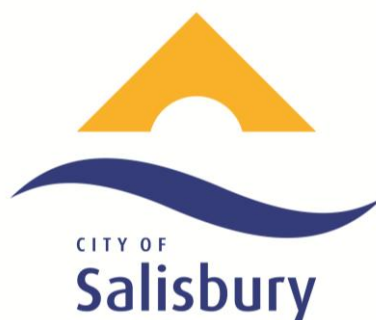


MANAGER GOVERNANCE & LEGAL SERVICES

JOB & PERSON SPECIFICATION

JUNE 2025



POSITION TITLE:	MANAGER GOVERNANCE & LEGAL SERVICES
DEPARTMENT / DIVISION:	CHIEF EXECUTIVE OFFICE / GOVERNANCE
REPORTS TO:	CHIEF EXECUTIVE OFFICER
DIRECT REPORTS:	TEAM LEADER COUNCIL GOVERNANCE, TEAM LEADER CORPORATE GOVERNANCE/RISK AND AUDIT MANAGER

POSITION OBJECTIVES:	<ul style="list-style-type: none"> Effectively manage the Governance Division, consisting of Information Assets, Council Governance, Corporate Governance, Audit & Risk and Legal Services. Provide high level strategic and legal support and advice to the CEO and Executive Group to facilitate the delivery of corporate initiatives and support organisational assurance. Support CEO and Executive Group with the report review and report coordination process, to optimise informed decision making within political context across all Council functions. Provide advice to the Mayor and Elected Members on governance and procedural matters. Elected Member Liaison. Deliver an appropriate Governance Framework across the whole organisation that enables Council to meet contemporary standards of civic and corporate governance. Deliver and maintain effective internal audit and risk management systems, processes and strategies across the organisation to minimise Council liability and maximise organisational and community benefit. Coordinate the External Audit process. Assist with the delivery of corporate performance reporting. Ensure continual improvement is achieved through ongoing review of business processes within the area of corporate responsibility and through demonstrated leadership in people management and development.
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VALUES AND BEHAVIOURS:	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> By being empathetic; listening to and understanding their customers and employees.
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	<ul style="list-style-type: none"> • By empowering their staff and the community to be involved, to speak up, make decisions and deliver key outcomes. • Through innovation; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes. • Through achievement; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes. • By recognising diversity, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.
KEY RESPONSIBILITIES:	<p>CEO / Executive Support</p> <ul style="list-style-type: none"> • Provide the CEO with support on strategic and political matters. • • Provide high level strategic advice to the CEO and Executive Group to support informed decision making across all functions of the organisation. • Facilitate, where necessary, the development, implementation and review of corporate initiatives and planning and performance monitoring processes in accordance with legislative obligations. • Manage investigations into organisational integrity and compliance matters (ICAC, OPI, Ombudsman, and other agency investigations) with due consideration of statutory confidentiality requirements. • Manage Elected Members complaints and associated behavioural management processes; and provide support to the CEO and the Mayor in relation to the policy application. • Manage public interest disclosure processes. • Manage the independent review of Council decisions as per Section 270 of the Local Government Act 1999. • Advocate for contemporary Local Government statutory and policy governance reform and capability. <p>Governance</p> <ul style="list-style-type: none"> • Manage the development, adoption and review of policies and/or procedures relating to governance, Elected Members, fraud, internal audit, risk management and assurance. • Manage the Council elections process, representation reviews and other statutory processes. • Provide professional and timely advice to staff and Elected Members in relation to governance issues including the application/interpretation of legislation, policies and procedures. • Ensure that Council, Committee and Sub-Committee meetings are conducted in accordance with legislative requirements, Code of Practice and procedures and participate in meeting activities as required. • Manage the Governance Division in the preparation of Council/committee agendas and minutes in accordance with the <i>Local Government Act 1999</i>, Code of Practice and policies and procedures.

- Implement and manage appropriate monitoring processes to ensure that decisions of Council and its delegated Committees are executed in a timely and compliant manner.
- Facilitate the provision of legal services to the organisation and undertake relationship management relevant to the provision of legal services for the organisation.
- Liaise with and where necessary co-ordinate or draft responses to matters raised by the Local Government Association, the Minister for State/Local Government Relations, Members of Parliament, the Ombudsman, Office of Public Integrity, Electoral Commission SA and other relevant Government Departments on legislative or governance matters.
- Manage Freedom of Information in compliance with the *Freedom of Information Act 1991*

Audit, Risk Management and Insurance

- Manage the development, implementation and review of the Internal Audit and Risk Management strategies and frameworks including oversight/administration of:
 - annual work programs for internal audit strategic risk monitoring and reporting
 - internal controls
 - business continuity planning
 - corporate compliance with legislation
 - external audit
- Provide support to the Audit and Risk Committee of Council
- Liaise with external auditors in relation to internal control framework and report to the Audit and Risk Committee and Council as required.
- Manage the Council's insurance portfolio and claims process, including liaison with the Mutual Liability Scheme, Asset Mutual Fund and Local Government Risk Services on the annual renewal process.

Elected Members

- Facilitate the provision of information, facilities and support to the Mayor and Elected Members in accordance with relevant legislation, policies and procedures, to support discharging their respective powers functions and duties.
- Develop the governance and leadership capacity of Elected Members.
- Support the Mayor and Presiding Members in chairing the meeting and navigating robust debate and decision making.
- Implement and manage processes to ensure compliance with legislative obligations relevant to Elected Members, including the development and maintenance of public disclosure registers, policies and procedures.
- Deliver the Elected Members Mandatory Training program and support Elected Members' ongoing training and development.

Information Assets

	<ul style="list-style-type: none"> • Manage Information Assets of the organisation in compliance with the <i>State Records Act 1997</i> and support organisational awareness and development. • Manage organisational capability in record management
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WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Ensure that appropriate policies and procedures are in place and understood by those affected. • Ensure that safe systems of work are developed, documented, implemented and followed. This includes systems for the induction, training, supervision and monitoring of identified competencies to ensure work is carried out in a safe manner. • Identify, assess, prioritise and control any risks to the health and safety of employees, volunteers, contractors and visitors from the operational activities of Divisions/Sections for which responsible. Monitor risks by ensuring that regular inspections are occurring. • Ensure regular consultation on WHS requirement occurs with employees by structuring clear WHS objectives into biannual performance and development reviews. • In coordination with the Internal Claims Consultant, fulfil injury management responsibilities set out within IM procedures including; <ul style="list-style-type: none"> – Completion of claims documentation and submission to the LGAWC Scheme within 24 hours on injury notification. – Participate in the rehabilitation process, including providing practical support and assistance to injured employees. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • Manage Corporate Records in accordance with procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing.
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Experience in a senior leadership role demonstrating political acumen, and business management and planning. • Ability to navigate challenging relationships in a political and complex environment, displaying diplomacy and resilience. • Comprehensive knowledge of legislative and political framework in a Local Government environment, or similar environment incorporating legislative and political awareness. • Extensive experience in risk management, governance and audit processes and strategies, as applicable to the Local Government sector.

	<ul style="list-style-type: none"> • Extensive experience in the role of corporate governance and integrity, particularly in the context of mitigation of organisational risk and assisting in the efficient and effective delivery of services. • Highly developed presentation and public speaking skills, as well as the ability to develop comprehensive and high-quality reports and policies. • Ability to identify and lead change initiatives. • Demonstrated commitment to customer service and continuous improvement. • Understanding of the role and function of Local Government • Experience in the implementation and further development of policies and procedures that support and enhance good governance.
DESIRABLE QUALIFICATIONS	<ul style="list-style-type: none"> • An appropriate tertiary qualification in law, management, business, commerce, public administration or another relevant discipline. • Post-graduate qualifications in a relevant discipline
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Attendance at Briefing Sessions, Committee and Council meetings after hours is a requirement for this role. • As an Authorised officer, fulfil all relevant requirements set out in the following Legislation: <ul style="list-style-type: none"> – Freedom of Information Act 1991 – Public Interest Disclosure Act 2018 • Delegated public officer under <i>Ombudsman Act 1972</i>, <i>ICAC Act 2012</i> and <i>Local Government Act 1999</i>
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed, Justin Hinora and Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.