



## Governance Officer

Hays • Western Sydney NSW



Base pay

\$53 - \$60 / hr



Work type

Temporary



Contract type

Permanent

### Perks

Training

### Full job description

3- month Governance Coordinator position with a Local Government Organisation

Key Accountabilities:

- Coordinate the planning and implementation of key governance initiatives under the guidance of the Senior Manager Governance and Risk
- Provide statutory interpretation, policy development, implementation and ongoing review in

support of Lead the engagement of stakeholders in ensuring effective governance administration and compliance.

- Manage the implementation of the Governance Audit Recommendations and subsequent

reporting to the Audit, Risk and Improvement Committee

- Provide sound governance advice to the Leadership Team, staff and the community
- Maintain and update governance registers, including delegations, policies conflict of interest, gifts and benefits, and secondary employment to meet legislative requirements
- Coordinate request for reimbursements in accordance with the Councillor Expenses and Facilities policy

### Job details



Date posted

**13 May 2022**



Expiring date

**13 May 2023**



Category

**Government, Emergency & Defence**



Occupation

**Federal Government**



Base pay

**\$53 - \$60 /hr**



Contract type

**Permanent**



Work type

**Temporary**



Job mode

**Standard business hours**



Work Authorisation

**Australian citizen / Permanent resident**

- Coordinate work plans for Governance staff to provide efficient and effective support for staff Maintain up to date Governance information on Council's website
- Assist the Senior Manager Governance & Risk in the conduct of Mayoral, Deputy Mayor and local government elections

#### Essential requirement

- Relevant tertiary qualifications in Business Administration, Law, Local Government, Commerce, or similar relevant area, and/or extensive experience in a similar role.
- Demonstrated experience in government preferred
- Significant experience in statutory interpretation, policy development, and the planning and coordination of governance reviews and initiatives.
- Experience in the administration and training of policy implementation
- Excellent verbal and written communications skills including the ability to prepare reports that can be readily understood by Councillors, staff and the community.
- Excellent interpersonal and negotiation skills and the ability to maintain strong working relationships with a diverse range of stakeholders and stakeholder representatives.
- Excellent time management skills with the ability to work well under pressure with competing deadlines.
- Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice

What you will receive:

Initial 3-month contract role, flexible work options. If you are interested in this role and feel you have the necessary skills and experience to succeed, please email your resume [Julie.maguire@hays.com.au](mailto:Julie.maguire@hays.com.au).

**LHS 297508 #2650492**