

Coordinator Governance

Position profile

| | | | |
|----------------------|-----------------------------|------------------------|---------------------|
| Business Unit | Governance and Risk | Position number | P10162 |
| Department | City Performance | Status | Full Time Permanent |
| Salary group | | Date endorsed | 4 July 2017 |
| Reports to | Manager Governance and Risk | | |

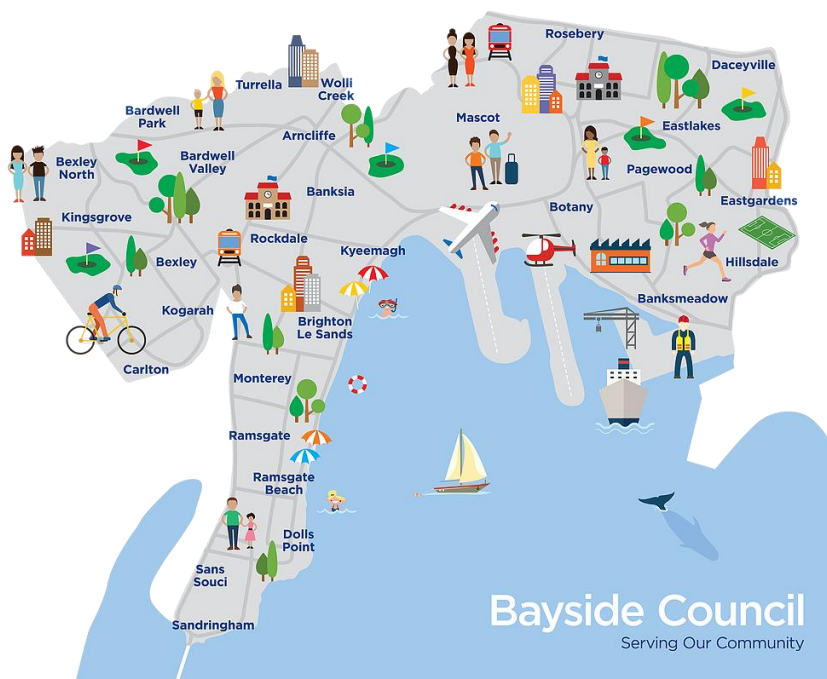
Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond - delivering an outstanding customer experience every time

Primary purpose of the role

Lead the Governance Team in the delivery of coordinated governance activities and related functions across Council to facilitate good practice in ethics and values and the decision making process.

The role is responsible to coordinate and communicate robust governance frameworks and supporting policies, systems, procedures and processes in line with legislative compliance.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide advice, support and information to Council business units regarding governance related functions to promote consistent decision making.
- Develop, implement and maintain governance systems and projects to enable business improvements.
- Incorporate code of conduct adopted values in governance documents and processes and ensure robust code of conduct framework supporting policies and internal reporting are in place, including for public interest disclosures.
- Implement robust systems to promote effective communication by Councillors, good decision making by Council-in-meeting, Council committees and administrative forums, and to enable reporting and monitoring of resulting actions.
- Provide a framework for the conduct of Council committees, and manage the required resources and secretariat functions of some committees.
- Coordinate a consistent, accessible system of delegated authorities and comprehensive report and document creation guides for staff.
- Monitor and review the production of an accurate and timely Annual Report and other corporate and statutory reporting to meet management and statutory requirements.
- Provide advice to staff and training for Council officials to raise awareness of Council's ethical standards and individual responsibilities.
- Manage Council's responsibilities in relation to conduct of the local government election process to ensure compliance with statutory and legislative requirements.

- Monitor and review ward boundaries on a regular basis to ensure mandatory ward boundary adjustments are undertaken within statutory timeframes.
- Collate and analyse data to identify emerging issues and trends and recommend options for effective resolution and business improvement.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Championing governance across Council to generate benefits such stakeholder confidence and trust, and reliable decision making and planning in an environment of higher community expectations.
- Balancing community expectations, staffing, resources and government requirements in a politically sensitive environment.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

Role Dimensions

Decision Making






- The role operates with a significant level of autonomy and is accountable for the delivery of initiatives and activities, on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day unit priorities in line with approved budget and Council plans.

Essential Requirements

- Tertiary qualifications and/or knowledge and experience in a relevant field.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

| NSW Public Sector Capability Framework | | |
|--|-------------------------------------|-----------------|
| Capability Group | Capability Name | Level |
|  Personal Attributes | Display Resilience and Courage | Intermediate |
| | Act with Integrity | Advanced |
| | Manage Self | Adept |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Advanced |
| | Commit to Customer Service | Adept |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Adept |
|  Results | Deliver Results | Adept |
| | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Adept |
| | Demonstrate Accountability | Adept |
|  Business Enablers | Finance | Intermediate |
| | Technology | Intermediate |
| | Procurement and Contract Management | Intermediate |
| | Project Management | Adept |
|  People Management | Manage and Develop People | Adept |
| | Inspire Direction and Purpose | Intermediate |
| | Optimise Business Outcomes | Adept |
| | Manage Reform and Change | Intermediate |

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

| NSW Public Sector Capability Framework | | |
|--|----------|--|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes Act with Integrity | Advanced | <ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines |
| Relationships Communicate Effectively | Advanced | <ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats |
| Relationships Influence and Negotiate | Adept | <ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|---|-------|--|
| Results Think and Solve Problems | Adept | <ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness |
| Business Enablers Project Management | Adept | <ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects |
| People Management Manage and Develop People | Adept | <ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks |

Corporate Obligations

| | |
|--------------------------------------|---|
| Budget | Council adopted budget for financial year. |
| Delegations | Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager. |
| Risk Management | Contribute to Council's risk management framework. |
| Integrated Management Systems | Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement. |
| Workplace Health and Safety | <p>Coordinators have overall responsibility, accountability and authority to provide a healthy and safe workplace for workers throughout their area of responsibility.</p> <p>Coordinators will assist in the implementation of appropriate resources to meet the Department's work health and safety (WHS) objectives and assist in the implementation of strategies and will have the will have the following WHS responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council's Safety Management System (SMS) for complying with any legal duty or obligation • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations are undertaken and implemented • Ensure that all workers in their areas of responsibility implement and monitor policies and procedures for their area of responsibility which reflect Council's SMS • Ensure that all workers in their areas of responsibility are provided with the necessary knowledge and skills to effectively enable them to carry out their WHS responsibilities and assess their WHS performance through KPIs noted in Individual Work Objectives • Ensure all workers have received orientation, WHS induction and relevant task specific WHS training within one (1) week from commencement • Ensure workers in their control are issued with and wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as made aware and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification <p>INDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, |

| | |
|-------------------------------------|--|
| | Sitting and working posture when in meetings and at the workstation. |
| Code of Conduct | All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy. |
| Customer Service | Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures. |
| Records Management | Comply with Council's Records Management policies, procedures and guidelines. |
| Disclosures of Interest | Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993). |
| Equal Employment Opportunity | Comply with EEO based legislation and Council's policies, procedures and guidelines. |

HUMAN RESOURCES USE

Does this position fall under the definition of child related employment?

No

Does this position require incumbent to undergo criminal reference check?

No

Does this position require incumbent to demonstrate good driving record or possess a specific licence?

No

Specify licence:

Will incumbent need to make disclosure of pecuniary interest?

Yes

Could there be a conflict of interest with secondary employment?

Yes