



POSITION DESCRIPTION

Manager Governance

Local Government — Generic Template

Prepared by GEM Executive

Executive Search & Recruitment — Local Government & Not-for-Profit

Position Details

Position Title	Manager Governance
Reports to	Chief Executive Officer (or Director Governance & Performance, depending on structure)
Directorate	Governance / Legal & Governance / Office of the CEO (title varies by organisation)
Position Type	Full-time, ongoing
Classification	Senior Officer / Executive Officer Contract
Location	[Council Name] — travel throughout the municipality as required

Position Objective

The Manager Governance leads the delivery of Council's governance, integrity and Councillor support functions, ensuring Council meets its obligations under the Local Government Act 2020 and related legislation. The role provides high-level guidance and advice to the Chief Executive Officer, Executive Leadership Team and Councillors to ensure the highest standards of corporate governance are achieved and maintained.

The Manager provides key leadership support to the organisation and is instrumental in delivering strong, balanced and unbiased governance practices that align Council decisions to both legislative requirements and community expectations. The role fosters a culture of collaboration, continuous improvement and public trust in Council's integrity and decision-making processes.

Key Responsibility Areas

Council and Committee Governance

- Manage the organisation of Council and Committee meetings, ensuring best-practice corporate governance and adherence to meeting procedures.
- Oversee adherence to the Code of Conduct by Councillors and manage Councillor conduct matters and requests.
- Provide or coordinate the provision of expert advice to Council and the organisation on governance matters.
- Lead the Council Scrutiny function, ensuring Council decisions and enquiries are researched and, where appropriate, answered and implemented in a timely fashion.

Councillor and Electoral Support

- Maintain effective partnerships with the Mayor and Councillors, and provide or coordinate expert advice on legal and general governance issues.
- Manage Council elections, electoral representation reviews, and Councillor induction and training programs.
- Manage Council delegations and authorisations, keeping current with legislative change.

Integrity, Compliance and Information Governance

- Manage Freedom of Information requests, Human Rights, Privacy and Ombudsman matters.

- Act as the Principal Officer for Protected Disclosures and the Principal Conduct Officer, and undertake the role of Protected Disclosure Coordinator, including implementation, education, review and monitoring of related policy and procedure.
- Ensure compliance, probity and transparency in areas of governance, general legislative compliance and specific legislative compliance including National Competition Policy, the Local Government Act, Freedom of Information, Privacy and Protected Disclosure legislation.
- Manage relevant statutory registers to ensure compliance with the Local Government Act and Council frameworks, including gift registers, registers of interests, delegations, authorisations and appointments.

Legal and Risk Services

- Oversee the management and operation of Council's legal and governance functions, including legal services, insurance, governance, Council reporting and Councillor support and information management.
- Identify, develop and implement policies, strategies and services that protect the interests of Council, meeting legislative, statutory, regulatory and policy requirements.
- Identify and manage key corporate and other risks associated with the governance portfolio.
- Provide or coordinate legal advice with respect to legal and general issues relevant to Council, via the interpretation of Acts, regulations and subordinate instruments.

Financial and Operational Management

- Oversee the preparation of annual and strategic budgets for the governance function.
- Monitor and analyse variations between budget and actual results and initiate or recommend appropriate corrective measures.
- Ensure effective financial management through efficient and regular monitoring of the governance budget and related programs.
- Manage procurement and contract management requirements in line with relevant policies and systems.

General Leadership

- Provide inspirational and courageous leadership to the governance team, fostering collaboration, continuous learning and a performance-based culture.
- Deliver on agreed annual key performance outcomes which, in addition to key position outcomes, form the basis of performance review and assessment.
- Contribute to departmental, divisional and organisational leadership, delivering improvements that support Council's vision, values and strategic objectives.
- Proactively identify areas of continuous improvement and implement effective change.
- Provide Councillors, Directors, Managers and other stakeholders with timely, accurate and relevant reports on both quantitative and qualitative results and progress.

Organisational Relationships

Relationship	Details
Reports to	Chief Executive Officer (or relevant Director)
Direct reports	• Governance Coordinator / Officer • Council and Committee support staff • Administration and support officers (title and structure vary by organisation)
Internal relationships	• Mayor and Councillors • Chief Executive Officer and Executive Leadership Team • Senior Management Team • Council staff across all departments
External relationships	• Local Government Victoria and other oversight agencies • Government departments and statutory authorities • Ombudsman, IBAC and Victorian Electoral Commission • Other municipalities and Local Government Associations • Legal and insurance providers

Accountability and Extent of Authority

- The Manager has authority to act under delegation when representing Council in liaison, discussion and negotiations with key stakeholders in all areas of responsibility.
- The Manager is expected to make independent decisions and act within a defined policy and delegation framework which may influence the community or the organisation in the delivery of services.
- The Manager may be required to act alone, without supervision, to identify issues impacting on the organisation's performance in the areas of the governance portfolio, and to speak for and make commitments on behalf of Council within identified contexts.
- The Manager acts alone when interpreting and applying Council policy, and when exercising delegations assigned by Council.

Judgement and Decision Making

The role principally involves resolving problems and risks which require analytical reasoning and the integration of wide-ranging and complex information. A high level of independence is required in determining direction and approach to governance issues.

The incumbent must maintain a high level of confidentiality and discretion in the handling of a wide range of confidential and sensitive information, exercise political and management nous with a high degree of integrity, and make rational and sound decisions based on the consideration of available facts and alternatives, including in high-pressure situations. Matters outside the scope of the position's authority must be appropriately identified and escalated.

Specialist Knowledge and Skills

- Working knowledge of relevant State and Federal Government legislation and policies, including the Local Government Act 2020, Freedom of Information Act, Privacy legislation and Protected Disclosure Act.

- Detailed knowledge, understanding and ability to interpret legislation and regulations accurately.
- Strategically and politically astute thinker for the development and provision of advice for policy and strategy decisions.
- Understand, value and communicate good governance practices.
- Possess excellent verbal reasoning and report writing skills.
- Use specialist expertise to improve overall organisational performance and deliver effective outcomes.

Management and Leadership Skills

- Lead multi-disciplinary, inter-departmental project and program delivery teams.
- Lead, influence and engage employees in ongoing improvement activities and professional development, establishing a performance-based culture.
- Clearly define role expectations, monitor performance, provide timely and constructive feedback, and facilitate employee development.
- Anticipate potential problems, pre-empt required actions, and actively deal with conflict to achieve a timely and pragmatic resolution.
- Translate strategic direction into meaningful long-term plans and objectives for area of responsibility.
- Respond flexibly and manage resources to address changing demands and deliver program objectives.

Interpersonal Skills

- Ability to use highly developed interpersonal skills to influence, persuade and/or motivate others within the directorate and across the organisation to achieve objectives, critically resolve conflict, and negotiate outcomes while maintaining relationships.
- Highly developed capacity to communicate and engage with the community, team members, senior management and other key internal and external stakeholders.
- Exhibit political awareness in dealing with Council and sensitive public issues.
- Strong and established networks, with the ability to quickly develop and leverage networks to achieve outcomes.
- Build and sustain strong relationships within the organisation, across the community, and with a diverse range of external stakeholders.

Qualifications and Experience

Mandatory

- Tertiary qualification in Law, Business Administration, Public Administration or a related field of expertise.
- Considerable experience in a professional, high-performance work environment, including in a complex and extensive legal and governance portfolio.
- Demonstrated ability to proactively lead and motivate staff in a range of disciplines.
- Highly skilled in the preparation and presentation of reports and submissions.
- Current Driver's Licence and satisfactory National Police Check (Working with Children Check may also be required).

Desirable

- Experience in local government would be highly desirable.

- Demonstrated experience in successfully leading key projects and cross-directorate working groups.
- Proven competencies in responsible financial management and corporate governance.

Key Selection Criteria

Governance and Compliance

- Demonstrated ability to monitor legislation, undertake research, interpret legislation and regulations, and prepare advice and recommendations for action.
- Proven competencies in responsible financial management and corporate governance.
- Detailed knowledge, understanding and ability to interpret legislation and regulations accurately.

Leadership and Management

- Demonstrated experience in the development of high-performance teams and possession of effective leadership competencies.
- Demonstrated ability to work as a senior member of a collegial management team.
- Demonstrated experience working with cross-directorate working groups, establishing strong and productive networks and working collaboratively with peers to ensure integrated delivery of core responsibilities.

Communication and Problem Solving

- Highly developed communication and problem-solving skills.
- Ability to resolve problems and risks which require analytical reasoning and integration of wide-ranging and complex information.
- High level of independence in determining direction and approach to issues, and ability to use considerable judgement and adaptability in the identification and analysis of issues and exploration of options prior to making decisions.

General Information

- Council is an equal opportunity employer, committed to a safe, harmonious and inclusive workplace, and to eliminating all forms of discrimination.
- Council is committed to child safety and adheres to relevant Child Safe Standards and legislation where the role involves any related responsibilities.
- Pre-employment checks may include a National Police Check, Working with Children Check and/or medical assessment, as relevant to the position.
- Successful applicants must provide proof of eligibility to work in Australia prior to commencement.
- This is a generic template position description. Details including reporting lines, direct reports, remuneration and specific accountabilities should be tailored to reflect the requirements of the individual council and role.

Acknowledgement

I have read and understood the responsibilities, duties and expectations outlined in this Position Description. I acknowledge that this document may be reviewed and updated to reflect changes in the role or organisational requirements.

Employee Name	
Employee Signature / Date	
Manager Name	Chief Executive Officer
Manager Signature / Date	