

POSITION DESCRIPTION

Position Title	Governance Coordinator	Classification	Band 8
Directorate	Corporate Services	Department	Governance and Property
Direct Reports	Senior Governance Officer Mayor and Councillor Support Officer FOI Officer Function and Facilities Officer	Date	August 2026
Reports to	Manger Governance and Property		

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

The Coordinator is responsible for leading, coaching and guiding the Governance team to deliver the day-to-day operational outcomes for the organisation relating to the effective operation of the Governance team, including the operation of Council briefings, meetings and Town Planning Meetings.

This position will act as the central point of contact, providing comprehensive and expert governance advice to Council Departments, Executive and Councillors to support delivery of services, programs and Council decision making.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Coordinate the service delivery and operation of the Governance Team including:
 - Council Business and Council meeting processes
 - Legislative compliance and oversight (Delegations, Authorisations, Freedom of Information, Council Elections, Public Interest Disclosures, Conflicts of Interest, Councillor Inductions)
 - Compliance with the Local Government Act 2020 and associated Acts and Regulations
Public Transparency obligations and Council's transparency registers such as Council Expense Reports, Gift Register,
 - Councillor Allowances and Expenses

- Personal Interest Return procedures and reports.
- LGPRF and Business Planning Reporting
- Mayor and Councillor Support and Councillor Requests
- Citizenship Ceremonies
- Freedom of Information and Privacy
- Provide high level coordination of Council meetings and Councillor briefings, procedures and advice particularly in relation to Councils Governance Rules and Meeting Procedures.
- Attendance at Ordinary and Special meetings of Council is required along with occasional attendance at Councillor briefings and Town Planning Meetings.
- Ability to provide frequent high-level advice to Councillors and the Executive Leadership Team at times without notice.
- Undertake governance and integrity policy development and review and prepare written reports to Council on key governance and integrity matters as required.
- Contribute to the development and preparation of submissions and responses to recommendations contained in internal audit reports relating to the Governance and Integrity Department and reports received from external agencies such as the Victorian Ombudsman, IBAC, Local Government Investigations & Compliance Inspectorate.
- Assist the Manager in the development and delivery of training to educate and build staff capacity on governance and integrity related matters including:
 - Conflicts of interest
 - Authorisations and delegations
 - Council Report Writing
 - Councillor Staff Interaction Protocols
 - Caretaker and Election Period conventions
 - Councillor Code of Conduct Framework
 - Meeting Procedure
 - Gifts, Benefits and Hospitality
 - Public Interest Disclosure Procedures
- Lead, support and develop a high performing team to achieve quality outcomes for the organisation and community.
- Act as Council's Public Interest Disclosure (PID) Officer and support the Manager in their capacity as Public Interest Disclosure Coordinator in the management of PIDs.
- As required lead internal investigations and responses relating to information requests and investigations initiated by IBAC, Victorian Ombudsman and Local Government Inspectorate.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Resource Management - freedom to act set by broad goals, policies and budgets; may have a substantial effect on the unit or public perception of the organisation

- Manage Specialist or Regulatory Units - freedom to act subject to goals, policies and legislation; may have a substantial effect on the community
- Deliver a positive internal and external customer experience focussed on the employee lifecycle.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by Employer or the corporate management.
- The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and/or the community.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Involves both problem solving and policy development.
- Methods, procedures and processes are less well-defined, and employees are expected to contribute to their development and adaptation
- Requires identification and analysis of an unspecified range of options before choice can be made.
- Identify and develop policy options for senior management or employer consideration.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions.
- Work involves the application of improvement suggestions, recommendations and problem solving
- Solve complex and high-risk problems.

SPECIALIST KNOWLEDGE AND SKILLS

- These positions require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee Demonstrate initiative in managing work outcomes, opportunities and challenges.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.
- Demonstrate initiative in managing work outcomes, opportunities and challenges.
- Demonstrate specialised analytical and problem-solving skills.
- Proven ability to plan and implement workplace change to deliver outcomes for the community and organisation now and into the future.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Ability to persuade, convince or negotiate with clients, members of the public, employees, tribunals etc. and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Ability to lead, motivate and develop other employees
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.

- Ability to work effectively as part of a team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.

MANAGEMENT SKILLS

- Typically involve the supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Ability to effectively manage, coach and support employees throughout the organisation.
- Be proactive and prioritise activities according to level of urgency with the ability to achieve objectives despite conflicting pressures.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing.
- Lead and influence a collaborative and innovative values-based culture.
- Adopt a commercial and entrepreneurial approach to the design and implementation of programs.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- The skills and knowledge needed for entry to this Band are beyond those normally acquired through a degree course and experience in the field of the employee's specialist expertise alone.
- Degree or diploma with relevant experience plus post graduate qualifications
- The necessary skills and knowledge would be gained through further formal qualifications in the field of expertise or in management, or through at least four years of experience in another specialised field. Alternatively, they might be acquired through lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience.
- Extensive and Diverse Experience exceeding ten (10) years in varying disciplines.
- Demonstrated experience in managing and delivering employee lifecycle and industrial / employee relations support and guidance.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Experience in working in a complex, multi-disciplinary organisation.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence.

KEY SELECTION CRITERIA

- Financial acumen and the ability to manage business unit budgets effectively.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Leadership, authority, direction and expertise on policy, strategy, goals and projects within area of responsibility.
- Able to work independently and make sound decisions based on experience and good judgement.
- Extensive knowledge and experience in a local government context.
- Ability to deal with concerns effectively, diplomatically, and confidentially.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure

This is a full time maximum term position

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.