



## Position Vacant Director of Corporate Services, Governance & Risk

### The Position

As the Director of Corporate Services, Governance and Risk will be responsible for overseeing and providing input into the maintenance, development and implementation of the Corporate Governance Framework.

As the Director of Corporate Services, Governance and Risk works as part of a small team the Key Responsibilities (as outlined below) will be assigned as required by management, often on a rotating basis to ensure adequate coverage of priorities and to promote the internal control of rotation/separation of duties.

### Selection Criteria

1. Ability and experience in preparing reports, policies and procedures under broad direction;
2. Demonstrated knowledge of the Local Government Act and the legislative framework within which
3. Council operates;
4. Demonstrated consultative, interpersonal, communication and negotiation skills to effectively
5. engage and manage the needs and expectations of stakeholders;
6. Ability to maintain confidentiality and work with information of a sensitive nature;
7. Demonstrated strong attention to detail, analytical skills and ability to methodically problem solve;
8. Demonstrated ability to prioritize and manage workload in a complex and dynamic environment;
9. Demonstrated experience in leading a team;
10. Demonstrated experience in coordinating expertise in land matters (Permits, Land Sales, Town
11. Planning);
12. Demonstrated experience in the Microsoft suite of products, particularly Word and Excel and the ability to become proficient in Council systems and corporate governance systems, registers and databases.

### Experience & Qualifications

- Tertiary qualification in a Business, Policy, Legal or associated discipline or ability to attain.
- Experience in developing policies;
- Practical experience in developing and implementing business improvement activities;
- Sound knowledge of the operations of Queensland Local Government with an appreciation of the political environment, both from an administrative and operational perspective;
- Investigation skills;
- Experience in integrity related issues;
- Advanced computer literacy skills in MS Office programmes; and
- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.

### Desirable

- Magiq software experience preferred.

### Benefits

- A competitive remuneration package is offered, depending on experience and qualifications.
- Fulltime permanent position
- 5 weeks annual leave with 17.5% loading

- Uniforms provided.

A position description is available below. Applications close when the position is filled.

To apply please email your resume, cover letter outlining your experiences of the selection criteria and application form to [hr@paroo.qld.gov.au](mailto:hr@paroo.qld.gov.au) For further information please contact the HR Officer on 07 4655 8400.

**Please note we can only consider your application if you are eligible to work in Australia.**



## Paroo Shire Council Position Description

**Title:** Director of Corporate Services and Governance and Risk.  
**Level:** Contract  
**Department:** Corporate Services and Governance and Risk  
**Location:** Cunnamulla.

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### Position Objectives

As the Director of Corporate Services, Governance and Risk will be responsible for overseeing and providing input into the maintenance, development and implementation of the Corporate Governance Framework. As the Director of Corporate Services, Governance and Risk works as part of a small team the Key Responsibilities (as outlined below) will be assigned as required by management, often on a rotating basis to ensure adequate coverage of priorities and to promote the internal control of rotation/separation of duties.

### Reporting Arrangements and Delegations

- This role reports directly to the CEO and is a part of the Corporate Services and Governance and Risk department.
- This role has direct reports and is expected to consult widely within the organisation.
- Delegations to refer to Council Delegation Register.

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### Key Selection Criteria

1. Ability and experience in preparing reports, policies and procedures under broad direction;
2. Demonstrated knowledge of the Local Government Act and the legislative framework within which Council operates;
3. Demonstrated consultative, interpersonal, communication and negotiation skills to effectively engage and manage the needs and expectations of stakeholders;
4. Ability to maintain confidentiality and work with information of a sensitive nature;
5. Demonstrated strong attention to detail, analytical skills and ability to methodically problem solve;
6. Demonstrated ability to prioritize and manage workload in a complex and dynamic environment;
7. Demonstrated experience in leading a team;
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9. Demonstrated experience in the Microsoft suite of products, particularly Word and Excel and the ability to become proficient in Council systems and corporate governance systems, registers and databases.

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### Skills and Experience

#### Corporate Governance Framework.

- Assist in the coordination and development of Council's policies and procedures through the Governance Framework and develop and maintain a compliance calendar;

#### Integrity management.

- In conjunction with the governance and quality team, assist in the operation and maintenance of Councils Complaints Management System, including investigations and case management;

#### Corporate and Operational Planning and Performance Reporting.

- Facilitation of development of performance reporting frameworks that satisfy corporate and legislative requirements;

#### **Corporate Registers.**

- Maintain nominated corporate registers, including those associated with the statutory delegation's framework;

#### **Paralegal.**

- Within the incumbent's capabilities, interpret legislation, implement and maintain effective processes to ensure compliance and to meet audit and governance requirements; and

#### **Data Integrity.**

- Oversee the governance records and ensure they are accurate and filed appropriately.
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### **Qualifications**

#### **Essential**

- Tertiary qualification in a Business, Policy, Legal or associated discipline or ability to attain.
- Experience in developing policies;
- Practical experience in developing and implementing business improvement activities;
- Sound knowledge of the operations of Queensland Local Government with an appreciation of the political environment, both from an administrative and operational perspective;
- Investigation skills;
- Experience in integrity related issues;
- Advanced computer literacy skills in MS Office programmes; and
- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.

#### **Desirable**

- Magiq software experience preferred.
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### **Key Responsibilities and Duties**

#### **Corporate Governance Duties**

- Development, review, implementation and maintenance of policies, corporate standards, procedures and other corporate governance matters ensuring significant changes are communicated to the organisation;
- In conjunction with the CEO, liaise with external customers utilising customer service and problem-solving skills, including providing advice and assistance on a range of governance matters;
- Ensure that the processes in relation to the updating of Register of Interests and other legislative requirements relevant to the Councillors, Executive Team and Senior staff are monitored and met;
- Ensure the coordination, administration, maintenance and review of Delegation and Instruments of Appointment and Authorisations including the relevant corporate registers as per legislative requirements;
- Ensure the coordination, compilation and legislative reporting of corporate wide planning process including: Annual Report, Financial Audit, Internal & External Audit, Risk Management, Corporate Plan and Operational Plan, ensuring legislative timelines and requirement are met;
- Maintain and improve of Council's governance systems and procedures;
- Lead the team in coordination and/or preparation of Audit & Risk Committee, Agendas, Minutes and reports relevant to Council and Executive meeting; and
- Provide confidential support and assistance to the office of the Chief Executive and the Executive Team as required.

- Undertake other tasks as directed within your competency level.

#### Work Health & Safety

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. All safety documentation is available in Council's safety management system;
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments;
- Report all matters beyond your authority promptly; and
- Take all practical measures to ensure that your workplace is safe and without risk to health or property.

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#### ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Medically fit and physically capable to meet requirements of the position; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

#### Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct, Policies, the Local Government Act 2009 and Local Government Regulation 2012; and
- Maintain confidentiality of all Council information obtained during the course of employment.

#### Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

#### Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

#### OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

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#### PHYSICAL REQUIREMENTS

SEDENTARY WORK						
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>
WORK ENVIRONMENT						
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<b>PLANT OPERATION</b>			
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs			

SPECIFIC ACTIONS REQUIRED This job may include:						AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
Standing/Walking		Sitting		Driving					
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs			Simple Grasping	<input checked="" type="checkbox"/>

**POSITION DESCRIPTION ACCEPTANCE**

*I agree and accept all terms, conditions and duties outlined in this document.*

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....