

JOB AND PERSON SPECIFICATION

TITLE:	Governance Officer
TERM:	1 Year Fixed Term Contract (initially)
ROLE COMMITMENT:	Part-Time
REPORTS TO:	People and Culture Manager
DIRECT REPORTS:	Nil

Job Description

1. PURPOSE OF THE ROLE

The Governance Officer (GO) contributes to the achievement of Authority's business outcomes by providing high level governance and policy advice to the Authority's Board of Directors, CEO and the Executive Management Team (EMT). This includes a range of administrative services, project support, research, reporting and governance.

A predominant and key element of the role is to guide and advice on relevant legislation, policy, governance, risk and continuous improvement of high-volume Board documentation, policy and procedures. The role also supports management of the framework and processes for organisational policies and procedures.

2. OUR VALUES

The Adelaide Cemeteries Authority fulfils a unique role within the community. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events; death. Our *Organisational Values* express what the Authority stands for, the way we present ourselves and our cemeteries, how we work together, make decisions and most importantly, how we treat our customers. It is important that every Adelaide Cemeteries Authority employee "lives and breathes" our organisational values.

Our Values are:

PROUD

We are proud of our cemeteries, the services we provide and the privileged role we play in people's lives.

APPROACHABLE

We are warm, welcoming and supportive towards each other, our customers and the wider community.

UNDERSTANDING

We listen and meet the needs of people better than anyone else.

PROGRESSIVE

We demonstrate pace and ambition, future focus and a desire to continuously improve.

3. KEY OUTCOMES

1. The CEO and Board are provided with prompt, professional governance and policy advice.
2. Effective planning and preparation for Adelaide Cemeteries Authority Board and Committee meetings, including research and preparation of briefing papers and complex correspondence, as required.
3. Governance support and advice is provided to Board/Committee members and Executive Management Team.
4. Efficient and proactive processes are in place to assist delivery of effective CEO and Board communications, Ministerial responses, CEO correspondence, Board/Committee meetings, Executive Management Team meetings and other committees and forums
5. Efficient and effective processes are in place to prepare and manage the workflow of policy and procedure reviews in collaboration with internal policy-owners, using electronic based software systems.
6. Proficient management of all policy and procedure documentation.
7. Compliance with relevant legislation and regulations, State Government Guidelines, Circulars and Instructions, and with WHS and Environmental legislation.
8. Other projects as delegated by the People and Culture Manager.

4. KEY ROLE RESPONSIBILITIES

Document Control and Administration

- Facilitation of timely review and update of corporate policies.
- Significantly contribute to the development and implementation of best practice organisational administration systems, including development of an effective, contemporary policy and procedure document control tool.
- Embedding use of a quality document management tool and consistent policy document standard, upload and setting of reviews.

Governance

Facilitating good governance and management of risk across the Authority.

- Scheduling reviews of various organisational policies to meet legislated and other various requirements.
- Managing and completing the drafting, reviewing and approval of various organisational policies as scheduled.
- Responsibility for developing and completing the Authority's annual governance performance evaluations.
- Guide the preparation of the Authority's annual reports.
- Contribute to responding to annual audits and controls audits.
- Drafting and working with CEO to prepare Ministerial, Board and Auditor General reports.
- Ensure high level support is provided to the CEO and the Executive Management Team.
- Work collaboratively with the Executive Assistant to ensure the CEO is prepared, briefed and workflow appropriately and proactively.
- Drive and coordinate annual compliance reports.
- Fulfil role and responsibilities as one of the Authority's Freedom of Information Officers and as a Responsible Officer under the *Public Interest Disclosure Act 2018*.

Managing Stakeholder Relationships:

Providing governance advice and research to the organisation. including the interpretation and application of governance and risk management obligations for the following key stakeholders:

1. Board
 2. Executive Management Team
 3. Auditor General
 4. Authorising Minister
 5. State Government
 6. SA Communities
- Monitoring and providing critical analysis of legislative and policy changes to stakeholders..
 - Work collaboratively on stakeholder and community engagement initiatives to support and raise profile of the Adelaide Cemeteries Authority.
 - Assisting managers and employees with consultation and implementing legislative and policy updates changes.

5. WORK HEALTH SAFETY REQUIREMENTS:

- Take reasonable care of the health and safety of yourself and others. You must cooperate with the Authority in their efforts to comply with Work Health & Safety requirements and immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public.
- You should not undertake any task unless you have been adequately trained and are qualified in accordance with the Adelaide Cemeteries Authority and other requirements to undertake the task.
- Ensure that you and your fellow employees always utilise safe working procedures and personal protective equipment applicable to the task to be undertaken. This obligation applies to every aspect of work to be carried out by all employees and contractors.
- Where necessary, take immediate corrective action where something poses a threat to health and safety. Further, report and document any corrective action to the appropriate supervisor to ensure that the situation does not recur.

6. ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of the Authority's Environmental Management Plan by complying with the Authority's environmental policies and initiatives.

Successful implementation of the Authority's Environmental Management Plan by complying with the Authority's environmental policies and initiatives. Contribute to the successful implementation of the Authority's Environmental Management Plan by complying with the Authority's environmental policies and by taking appropriate action regarding in areas such as:

- Being familiar with the requirements of the Environmental Management Plan;
- Participating in environmental awareness training;
- Minimising power and lighting requirements;
- Commitment to conserving water;
- Minimising the generation of waste from business operations;
- Recycling office consumables such as paper, toner cartridges, and cardboard; and
- Recycling glass and steel materials where possible.

These commitments are to be considered in conjunction with WH&S requirements.

Person Specification

1. PROFESSIONAL QUALITIES

- The ability to interpret and apply the requirements and obligations of legislation.
- A high level of analytical, investigative and research skills.
- Demonstrated knowledge in the application of sound governance and risk management principles and administration preferably in local government.
- Experience working in a statutory or regulatory environment.
- Experience in developing policies and procedures and associated documentation.
- Strong written and verbal communication skills and the ability to effectively communicate with employees across the organisation.
- Experience in preparing and delivering reports.
- A proactive approach, strong work ethic and ability to meet competing deadlines
- An affiliate and collaborative style
- Political awareness and understanding of related protocols
- Superlative grammatical & literary skills and aligned communication style.

2. QUALIFICATIONS

Essential: Tertiary qualification in Business Administration or related discipline.

3. KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Minimum five years' experience supporting a governing board
- Demonstrated experience in the application of policies, procedures and legislation
- Knowledge of governance models and/or regulatory frameworks
- Highly effective organisation and administration
- Advanced technical skills in MS Suite, SharePoint and Windows operating environment
- Proven ability to exercise confidentiality, initiative and discretion
- Ability to foster positive working relationships with diverse groups and individuals
- Ability to build and maintain key relationships including strong communication, negotiation and influencing skill
- Highly proficient report and business writing skills
- Current SA driver licence and ability to provide satisfactory and ongoing Police Checks.

Desirable

- Broad understanding of the functions and services of the Adelaide Cemeteries Authority and State Government.
- Knowledge of the Public Corporations Act 1993 (SA) and Adelaide Cemeteries Authority Act 2001.
- Knowledge of policy development and review processes.