

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Statutory Governance Officer	1685
CLASSIFICATION	OSCA CODE
Band 6	591999
DEPARTMENT	DIVISION
Corporate Services	Governance and Risk
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 9, 2023	The Gordon

Position Objectives

The objective of this role is to:

- Support the Senior Governance Officer and Coordinator Risk, Governance and Compliance in responding to internal and external statutory requests, including privacy, Freedom of Information (FOI), complaints management, and regulatory bodies such as the Victorian Ombudsman.
- Support the organisation in achieving compliance with statutory requirements, including by monitoring obligations, preparing reports and identifying process improvements.

Key Responsibility Areas

- Coordinate and collate information in response to internal and external statutory requests such as FOI, privacy and complaints management, including in response to regulatory bodies such as the Victorian Ombudsman etc.
- Provide advice and support to the organisation in relation to privacy and statutory compliance matters, including:
 - Reviewing and providing feedback on privacy impact assessments as required;
 - Reviewing and providing advice on use and disclosure of personal information.
- Undertake and monitor FOI, public transparency, and statutory compliance processes and practices for the organisation, including:
 - Processing and responding to applications under the *Freedom of Information Act 1982*, to ensure compliance with legislation;
 - Processing other requests for information (for example, subpoenas and other legal processes) as prescribed within legislative framework and organisational guidelines;
 - Providing advice to staff in relation to Freedom of Information and other statutory compliance obligations.
- Monitor and compile instruments of delegation and authorisation for signing, ensuring accuracy and compliance with legislation, including providing advice on the application and interpretation of delegations and authorisations.
- Monitor and maintain statutory and procedural registers and documents as required by legislation, ensuring compliance with the *Local Government Act 2020*.
- Ensure that Council's systems and processes in relation to statutory compliance, privacy and Freedom of Information are effective and efficient, including by identifying, recommending and implementing improvement actions.
- Research issues, develop reports, and make recommendations in relation to statutory compliance issues identified by staff, Council and Committee meetings as required.
- Provide support and advice for the development and implementation of Council's statutory compliance policies and procedures.

POSITION DESCRIPTION

REPORTS TO:	DIRECT REPORTS:
Senior Governance Officer	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: • All employees • Authorised Officers • Delegated Officers	External: • Customers, residents and visitors • Contractors and suppliers • Other local government authorities • Statutory authorities, including Office of the Victorian Information Commissioner and Victorian Ombudsman

Accountability and Extent of Authority

- Provide specialist statutory compliance advice and support to all staff, particularly:
 - Authorised officers
 - Delegated officers
 - Senior Governance Officer, Coordinator Risk, Governance and Compliance and Executive Manager Governance and Risk.
- Responsible for liaising with internal and external stakeholders to monitor and provide advice on reports and matters relating to statutory compliance, such as FOI, privacy, complaints management, and public transparency.
- Responsible for liaising with internal and external stakeholders to monitor Council's compliance with statutory requirements, including by providing advice to senior staff in relation to FOI, privacy, complaints management and public transparency.
- Accountability and extent of authority is subject to review by the Senior Governance Officer and Coordinator Risk, Governance and Compliance.
- Responsible for conducting investigative and analytical research and review to provide considered input into policy development within the area of statutory compliance such as FOI, privacy, complaints management, and public transparency.
- Freedom to act is governed by clear objectives and/or budgets, with regular reporting to the Senior Governance Officer to ensure that the goals and objectives of the Governance team are being met and achieved.

Judgement and Decision Making

- Advice, analysis, problem-solving and decision making is specialised and requires methods, procedures and processes to be developed from theory, precedent, research and investigation to be applied to new and repeated circumstances.
- Problem solving and applying specialist knowledge and experience to support the delivery of Council's statutory compliance functions.
- Identification and implementation of process improvements, to ensure that resources are used effectively, efficiently and with the goal of achieving the optimal outcome for Council.
- Guidance and advice are usually available from the Senior Governance Officer or Coordinator Risk, Governance and Compliance.

POSITION DESCRIPTION

Specialist Skills and Knowledge

- Highly developed understanding of compliance, Freedom of Information, privacy, and complaints management principles, ideally within the local government context.
- Highly proficient ability to apply the principles of statutory compliance, Freedom of Information, privacy, and complaints management principles to the practical consideration and analysis of Council's statutory compliance functions.
- Excellent investigative skills to ensure that necessary information in relation to statutory compliance matters are identified, verified, analysed, and considered, including reporting to any necessary forums, for example, Council's Audit and Risk Committee.
- Highly developed ability to research, assess, and analyse reports, incidents, events, and matters occurring in the region and across the local government and other sectors to provide comprehensive and well-reasoned advice and feedback on Council's statutory compliance functions.
- Highly developed ability to interpret policies, procedures, and guidelines to understand and apply principles to statutory compliance matters, in order to achieve the best outcome for Council.
- Highly proficient computer skills with experience in Microsoft Outlook, PowerPoint, Word, Excel and Office 365.
- Highly developed customer service skills.

Management Skills

- Highly developed ability to manage time, set priorities, plan, prioritise and identify tasks to achieve the overarching objectives and goals of the organisation.
- Highly developed ability to identify and set tasks to ensure efficient use of resources available and achievement of deadlines and timeframes required.

Interpersonal Skills

- Well-developed ability to gain cooperation and assistance from clients, members of the public and other employees, in the provision of advice relating to statutory compliance.
- Liaise, network and cooperate with their counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational problems.
- Well-developed ability to work in a team environment.

Qualifications and Experience

- Skills and experience required for this role are beyond those normally acquired through tertiary education alone.
- Degree or diploma course in statutory compliance/privacy/law or related field with relevant experience, preferably in the local government sector.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

POSITION DESCRIPTION

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the City of Ballarat Core Values.
- Well-developed expertise and proficiency in statutory compliance, privacy, Freedom of Information, and/or complaints management, including the application of theories and principles in practical circumstances preferably within the areas of Local Government or private enterprise (compliance or complaints management).
- Highly developed ability to work as part of a collaborative team and contribute to the team environment.
- Well-developed ability to conduct investigative research, legislative and policy interpretation, including the ability to analyse and critically consider findings to provide advice, recommendations and options to relevant stakeholders.
- High level customer service skills and excellent communication skills including the capacity to deal with people face-to-face, over the phone and via other mechanisms of communication as required.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

City of Ballarat Core Values

We are honest and transparent  • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest.	We are accountable  • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect.	We value everyone  • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation.	We work with and for our community  • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably.	We work together  • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date: