



Manager Governance, Property and Risk

Central Goldfields Shire Council

Success Profile – September 2020





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Manager Governance, Property and Risk

- Provide exceptional outcomes to the community
- Focus on innovative ways to deliver services and programs
- A great place to live, work and explore



Central Goldfields Shire Council is situated right in the geographical centre of the state of Victoria within one hour's drive of the regional centres of Ballarat and Bendigo and just two hours from Melbourne. With a rich history and wonderful community feel, it boasts a vibrant and diverse culture with the benefits of a regional lifestyle. Seeped in goldmining history and nestled amongst a scenic state forest, the region is a popular and picturesque place and home to some of the finest recreation and sporting facilities in regional Victoria.

Having emerged from a period of restructure under administrators and with a new contemporary CEO at the helm, Central Goldfields Shire Council is set to become the next progressive, innovative "vibrant, thriving, inclusive" council in regional Victoria.

Committed to achieving the best outcomes for their local community, Central Goldfields Shire Council is seeking passionate, innovative and community minded leaders who want to make a difference to residents and the region whilst balancing their lifestyle and career.

As a key member of Council's management team, the Manager Governance, Property, Risk will be expected to exude the exemplary leadership attributes that exist already in the team and that model collaboration, commitment to excellence, and innovative thinking.

Reporting to the General Manager – Corporate Performance, the Manager Governance, Property, Risk will be responsible for the effective provision of all governance functions of Council, and for ensuring that Council's property, risk management and procurement activities are best practice. Furthermore, the Manager Governance, Property, Risk will work collaboratively with all areas of Council, Councillors, community members, relevant external agencies and government departments, and will contribute to the long term strategic and financial direction of Council.

This is an exciting time to join Central Goldfields Shire Council (CGSC), with a whole new council needing to be on-boarded and the new Local Government Act soon to come into effect. Given this context, CGSC are seeking a highly motivated and experienced leader who has a significant understanding of, and experience with, all aspects of high quality governance, property and risk management programs and reporting, ideally within a local government setting.

The Manager Governance, Property, Risk will need to use an innovative approach to developing long-term strategies and policies, while identifying solutions relating to governance, property and risk. The ability to communicate clearly and effectively and to work collaboratively with a wide variety of internal and external stakeholders will also be key. Furthermore, the Manager will have demonstrable experience and ability to provide leadership to a diverse workforce; to motivate staff; resolve conflict; encourage new ideas and continuous improvement; and to actively demonstrate Council's values at all times.

A Degree or Diploma in Governance or Risk Management or similar is expected, while membership of the Australian Institute of Company Directors, the Governance Institute, or legal or para-legal experience would also be an advantage.

Located in a stunning part of regional Victoria with an enviable lifestyle, Central Goldfields Shire Council is a place where you can truly progress your career and enjoy the best of what the region has to offer.

Central Goldfields Shire Council recognises that the strength of its workforce is enhanced by the diversity of its people and, as such, is open to considering flexible working arrangements.

About Central Goldfields Shire Council

Located at the geographic heart of Victoria, Central Goldfields Shire is home to just over 13,000 people. Maryborough is the Shire's major business centre and is a health and retail centre for surrounding towns including Castlemaine, St Arnaud, Avoca, Talbot, Carisbrook, and Dunolly.

The Shire is part of the Goldfields Tourism Region, with many visitors coming to see the historic buildings and townships that date back to the 1850s when the region supported a prosperous gold mining industry, as well as visitors to the annual Energy Breakthrough event and the Highland Gathering. Central Goldfields Shire is bounded by Northern Grampians Shire in the north-west, Pyrenees Shire in the west, Hepburn Shire in the south, Mount Alexander Shire in the east and Loddon Shire in the north-east. Maryborough is the Shire's major business centre with a population of around 8,000. Other townships include Bealiba, Carisbrook, Dunolly, Majorca, Talbot, Bowenvale-Timor, Daisy Hill – all of which feature iconic heritage architecture.

Agricultural industries are spread across the municipality and include grain, sheep grazing and broiler farming. The Shire is also home to a number of major manufacturing, infrastructure, agricultural, freight, printing and food production companies. The Shire's road network assets include 512 km of sealed roads, 768 km of gravel roads and 110 bridges. Residents have access to affordable housing and a wide variety of health services, schools and recreational facilities.



Central Goldfields Shire Council Culture and Lifestyle



Located in the geographical centre of Victoria and nestled amongst state forest, the Central Goldfields Shire covers some 1550 square kilometres.

Maryborough is the shire's major business centre with a population of around 8000 people. Other smaller towns in the Shire include Bealiba, Carisbrook, Dunolly, Majorca, Moliagul, Talbot, Bowenvale/Timor and Daisy Hill. The towns and rural districts surrounding these centres are famous for their colonial architecture and significant agricultural industries. The Central Goldfields has a unique combination of natural qualities; manufacturing, retail and agricultural sectors; historical significance, and is strategically placed in terms of economic and tourism potential.

Quality health and education services are at your fingertips along with developing connection and transport services between Melbourne and the major regional cities of Bendigo and Ballarat. The Shire is currently experiencing significant economic growth with key infrastructure projects on the go, retail developments on the way and major residential developments reaching fruition. Life in the Central Goldfields Shire offers both the peace and tranquillity of rural life and the convenience of city amenities. Central Goldfields certainly is a great place to live, work, retire and invest.

For more information visit: <https://www.centralgoldfields.vic.gov.au/Business-and-Tourism/Tourism>



Vision, Purpose and Values



VISION / PURPOSE

To be a vibrant, thriving, inclusive community.

To achieve the best outcomes for the local community and having regards to the long term and cumulative effects of decisions.



COMMUNITY AND CUSTOMER FOCUSED

- We ensure the community and our customers are at the centre of everything we do.
- We communicate openly and honestly and take responsibility for our actions.



COLLABORATIVE AND INCLUSIVE

- We work together to deliver the best outcomes for our community.
- We appreciate and learn from each other's expertise and respect different views and perspectives.

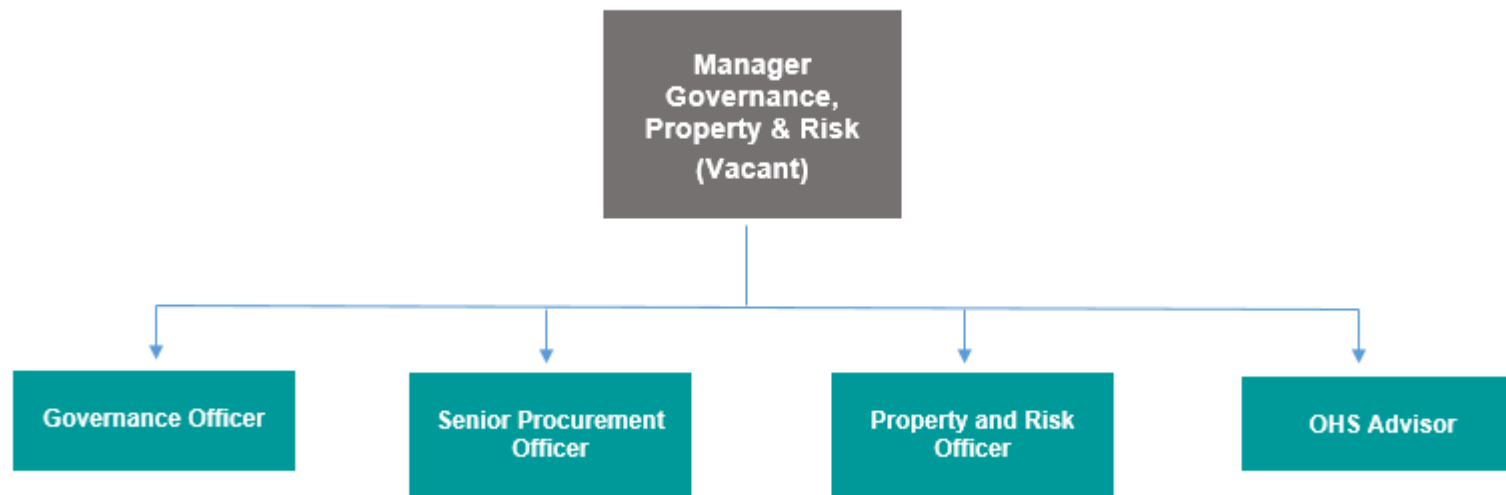


CHALLENGE THE STATUS QUO

- We explore new and innovative ways to work and deliver services and programs.
- We try new things and learn from our mistakes.

Organisational Structure

**CORPORATE
PERFORMANCE
DIRECTORATE**
Governance, Property
& Risk





Role Overview

Title	Manager Governance, Property & Risk
Remuneration	\$132,598.94 - \$146,944.54 TRP
Directorate	Corporate Performance
Department	Governance Property and Risk
Appointment Type	Permanent Full Time
Location	Maryborough Office all employees may be directed to move either permanently or for temporary periods of other locations within the Shire due to operational requirements
Reports to	General Manager Corporate Performance
Supervises	Senior Procurement Officer Property and Risk Officer Governance Officer
External relationships	State and Federal Government Departments Other Councils and Authorities Contractors Member of Public
Internal relationships	All other Council staff
Governance Staff Headcount	4 staff including the Manager

Position Summary

This position will be responsible for the effective provision of all governance functions of Council, and for ensuring that Council's property, risk management and procurement activities are best practice.

You will lead a team made up of Council's governance, property, risk management and procurement staff.

As a key member of Council's management team, this role will work collaboratively with all areas of Council, Councillors, community members, relevant external agencies and government departments and will contribute to the long term strategic and financial direction of Council.



Key Responsibilities

Leadership


- As a member of the management team, show exemplary leadership that models collaboration, commitment to excellence and innovative thinking
- Provide leadership in continuous improvement and technical activities within the Governance Property & Risk department
- Provide leadership in community engagement on key projects and policy matters
- Develop and maintain strategic partnerships with relevant stakeholders to promote engagement and mutual benefit
- Establish a customer service culture across the Governance Property & Risk department, supported by relevant customer service performance metrics
- Provide ideas leadership that connects global, national and regional issues with local action
- Represent Council in community, government, professional and business forums
- Collaborate with regional bodies to strengthen advocacy, share resources and achieve better regional and local outcomes

Strategy

- Provide advice to the executive management team (EMT) on continually improving governance across the organisation
- Establish, monitor and review of relevant strategies and plans in ways that ensure benefits for Council
- Understand the state and federal government frameworks and legislation integrating these requirements into strategies, plans and recommendations
- Manage the corporate compliance framework and provide EMT with advice to address any deficiencies
- Assist the General Manager Corporate Performance with forecasting, whole-of-life costing, business cases and sensitivity analysis for major project and service proposals as they relate to the responsibilities of the position
- Provide sound advice to the General Manager Corporate Performance about any strategic or operational implications of Council policy determinations and decisions
- Research, analyse and implement new ways of performing our core business functions

Operations

- Identify innovative models of service delivery and present these to the General Manager for consideration
- Governance
- Ensure compliance with Council's governance and risk regulatory responsibilities
- Ensure that Council has a robust internal audit function
- Oversee the generation and distribution of agendas and minutes

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- Ensure the maintenance of:
 - Staff delegations and authorisations
 - Council's policy and procedures register
 - Key Council registers

Act as:

- Freedom of Information Officer
- Privacy Officer
- Protected Disclosures Officer

Risk Management

- Maintain Council's risk management framework and policy
- Annually update Council's strategic risk register
- Ensure that Council's risk register is kept up to date
- Ensure that Council's Business Continuity Plan is kept current and tested annually
- Support the EMT to drive a culture of risk awareness and management
- Ensure awareness and understanding of Occupational Health & Safety (OH&S) legislation
- Maintain Council's OH&S management system
- Ensure that procurement activities meet all legislative and compliance requirements and deliver efficient and effective outcomes for Council
- Maintain appropriate insurance coverage for Council
- Ensure that insurance claims are effectively managed

Property Management

- Ensure Council has policies, systems and processes for the effective management of its property portfolio
- Provide strategic advice to Council on property management, acquisitions and disposals
- Ensure the maintenance of an accurate register of Council property
- Ensure that appropriate occupancy agreements are in place for all Council property

Networking

- Maintain a network of contacts, both across local government and other government departments and authorities to ensure currency of knowledge and awareness of new initiatives or potential changes that may impact on Council
- Represent Council at external meetings, functions, or on committees

- Maintain relevant industry memberships to allow further networking and awareness of industry developments relevant to local government
- Attend external professional development events to expand knowledge and network of contacts

People Management

- Lead, coach and manage staff in a way that fosters a collaborative culture and supports learning and innovation
- Coordinate and prioritise the use of department resources as directed by the General Manager Corporate Performance
- Manage direct reports to ensure timely delivery of all department responsibilities
- Ensure the department has needed skills and staff have real opportunities for career development by actively managing the attraction, retention and development of talent
- Create and maintain a culture that supports high levels of staff engagement and performance



Organisational Responsibilities

Council values	▪ Demonstrate and encourage behaviour in line with the Council's adopted values
Customer Service	▪ Accountable for the department complying with the Customer Service Charter
Behaviour	▪ Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination. ▪ Abide by the Code of Conduct
Risk management and OHS	▪ Identifying, managing and minimising risk to Council ▪ Contributing to the Council's Risk Register ▪ Ensuring that all OH&S obligations are met
Corporate records	▪ Ensuring the department maintains Council records: ▪ Within the approved record management system; and ▪ In an accurate and timely manner
Legislative framework	▪ Accountable for all legislative and regulatory obligations relevant to the department
Emergency management	▪ May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan





Ideal Candidate – Knowledge, Skills and Abilities

Accountability and extent of authority

- Responsible for the development and provision of strategies, policies and effective service delivery for governance property and risk functions
- Direct responsibility for Council's governance property and risk functions, including annual departmental budget, and for ensuring that those activities comply with the Local Government Act, relevant regulations and standards
- Has authority to liaise with Councillors, state government officials, community groups, ratepayers and other key stakeholders
- Decisions and actions taken will have a significant effect on the programs or projects being managed or on the public perception of Council
- Work quality will have a significant effect on the strategies and policies that are adopted
- Authority and freedom to act within established operational and budgetary guidelines and the provision of Acts, Regulations, Codes and Policies
- Ensure that legislation, awards and agreements are adhered to and that management are kept informed of all changes that effect the management of staff

Judgement and decision making

- Involved in both problem-solving and policy development
- Problem solving by applying theory and precedent to new situations
- Identifies and analyses a wide range of options prior to developing policies and strategies
- The ability to recognise when it is not appropriate to use standard methods, procedures and processes
- Ability to define core business strategies for the implementation of strategic change
- Is a specialist in their field of expertise, but may still need to seek guidance from technical experts outside of the organisation

Specialist skills and knowledge

- Understands Council's values, aspirations and long-term objectives
- Understands the socio-economic, legal and political environment Council operates within
- Is proficient at applying governance property and risk knowledge when problem solving
- Has research, analytical and investigative skills that enable the finalisation of policy and strategy for approval by the General Manager Corporate Performance
- Uses professional knowledge and skills in the search for solutions to new problems and opportunities which are outside the field of specialisation
- Is familiar with the principles and practices of budgeting, financial management and procurement

- Extensive understanding of and experience with all aspects of governance property and risk management and reporting

Management skills

- Builds a successful and effective team
- Manages multiple tasks, prioritises, organises and plans to achieve objectives and goals, recognising internal and external constraints and opportunities
- Understands and applies personnel policies and practices including equal opportunity and occupational health and safety
- Strong ability to anticipate and respond to change, and to lead others in the change process

Interpersonal skills

- Has the ability to persuade, convince and negotiate with a broad range of internal and external parties, including members of the public
- Has well-developed interpersonal skills
- Acts to lead and motivate staff
- Effectively communicates written and verbal information in a style and at a level that is appropriate for that particular audience
- Has the ability to represent Council to a range of external stakeholders, government departments and other Councils
- Exceptional ability to build and maintain effective relationships
- Well-developed ability to have direct, constructive and honest conversations to drive improvements in performance and culture
- Excellent negotiation and conflict resolution skills





Qualifications & Experience

1. Degree or diploma in Governance or Risk Management with relevant experience plus post graduate qualifications or qualifications/experience in another field OR less formal qualifications with extensive and diverse experience
2. Membership of the Australian Institute of Company Directors, the Governance Institute, or similar
3. Legal or para-legal experience would be an advantage
4. Extensive understanding of and experience with all aspects of governance property and risk management and reporting
5. Demonstrated experience in the successful delivery of high quality governance, property and risk management programs in a local government setting
6. Demonstrated ability to use professional knowledge and skills in the search for solutions to new problems and opportunities which are outside the field of specialisation
7. Knowledge of the political, legal and socio-economic environment within which local government operates and an appreciation of the external factors that impact Council business
8. Ability to work collaboratively with a range of stakeholders both internally and externally
9. Experience in developing and contributing to long-term strategies and policies relating to governance property and risk
10. Effectively communicates written and verbal information in a style and at a level that is appropriate for that particular audience
11. Shows exemplary leadership that models collaboration, continuous improvement, commitment to excellence and innovative thinking
12. Strong ability to anticipate and respond to change, and to lead others in the change process
13. Willingness to undertake a National Police Check

Note: Appointment is subject to the successful completion of this check



For further information

For further information or a confidential discussion, please contact:



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