



POSITION DESCRIPTION

Position Title:	Governance Coordinator – Procurement & Compliance
Position Number:	11151
Directorate:	Corporate & Commercial Services
Reports to:	Manager Governance and Organisational Strategy
Supervises:	Governance Officers in Compliance, Procurement, Audit & Risk
Department:	Governance and Organisational Strategy
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 7

1. POSITION OVERVIEW

1.1. Position Objectives

The Governance Coordinator – Procurement & Compliance is responsible for the overall coordination of services offered in the areas of governance and statutory compliance, procurement, contract management, audit and risk management within the organisation.

The Coordinator will provide administration, advice and support function to all teams across the organisation to ensure compliance with systems, processes and policies identified through contractual and legal obligations.

2. DUTIES & RESPONSIBILITIES

2.1. Team Management

- Conduct staff performance reviews.
- Supervise and support team members, staff scheduling, team workloads and segregation of duties.
- Oversee leave management of the team.
- Review the content and subsequent induction and refresher training activities offered by the team in the areas of:
 - procurement,
 - compliance,
 - relevant CiA modules,
 - Process Manager

and implement changes where necessary to assist with the induction of staff to the City.

2.2. Procurement and Contract Management

- Provide procurement and contract management direction and advice of legislative obligations under the *Local Government Act 1995*, other statutory legislation and regulations.
- Responsible for Procurement, Contracts and PIIG frameworks, policies, processes, templates, and registers to reflect current and emerging standards of operation.

- Review, maintain and implement improvements to the CiA modules managed by the Governance team to create organisational efficiencies.
- Responsible for procurement and compliance platforms such as VendorPanel and Tenderlink.

2.3. Audit and Risk Management

- Undertake internal audits/spot audits as scheduled and report to the Audit and Organisational Risk Committee with appropriate recommendations.
- Review and maintain the Business Continuity Plan and undertake periodic testing of its effectiveness.
- Coordinate the review of the risk management framework, policies and timely updates of the risk management register.
- Conduct investigations and performance audits as required.
- Assist with the compilation of agenda reports to the Audit and Organisational Risk Committee

2.4. Governance and Corporate Compliance Reporting

- Oversee the preparation and lodgement of the annual Compliance Audit Return
- Coordinate the completion of Primary and Annual Returns
- Review and maintain the Delegation Register
- Coordinate the compilation and review of FOI applications.
- Assist with compiling agenda reports for Council or Audit and Organisational Risk Committee meetings.
- Overseeing the management of corporate and statutory online registers
- Undertake proactive review of governance documents and frameworks.
- Review content on online platforms (ie SharePoint, Website) as to accuracy of data as it relates to Corporate Governance activities.
- Coordinate the review of documents and templates provided by the Governance team and update where necessary to align with organisational procedures, policies and guidelines.
- Liaise with the Manager on the implementation of any new legislative directions and reforms (includes LG Act, PRIS, etc).
- Provide election support where required.

2.5. Health & Safety

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.

- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities..

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under limited supervision of the Manager of Governance & Organisational Strategy
- Works in accordance with approved Council's policies, procedures and guidelines.
- Accountable for ensuring procurement processes comply with statutory provisions and Council policies.
- Authority to provide information and advice in accordance with statutory provisions and Council policies.
- Ability to exercise a degree of autonomy.

3.2. Judgement & Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents and instructions.

3.3. Management and Supervision

- Demonstrated experience in a supervisory role sufficient to be able to provide leadership and effective day-to-day management to a team.

3.4. Specialist Knowledge & Skills

- Demonstrated knowledge of the functions of local government including the legislative, policy and procedure requirements of the Local Government Act 1995 and associated Regulations.
- Ability to interpret relevant Commonwealth and State legislation.
- Proficient computer literacy skills.
- Demonstrated understanding of risk management and business continuity principles.
- Well-developed organisational and time management skills.
- Capacity to work autonomously and independently.
- Ability to maintain a high level of confidentiality.

3.5. Interpersonal Skills

- Highly developed numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard
- Highly developed customer services skills, conflict management and negotiation skills.
- Ability to work as part of a team and foster and maintain effective working relationships with all levels of staff and stakeholders.

3.6. Qualifications & Experience

- Law or business qualification at degree level, or sufficient work experience in the area of interpreting legislation and its application, particularly in the fields of Local Government procurement, contract management and corporate compliance.
- Experience with the governance of procurement and/or contracts with experience in a Local Government context being preferred.
- Experience in the use of online procurement systems such as Tenderlink / Vendorpanel, and use of contract management computer systems is desirable.
- Experience in managing high output teams.
- Exposure to corporate governance functions, in systems/process analysis and development, and preparation of submissions and reports is desirable.
- Exposure to risk management systems and reporting systems is essential.
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)