



POSITION DESCRIPTION

Position Title:	Governance Officer – Audit and Risk
Position Number:	11152
Directorate:	Corporate & Commercial Services
Reports to:	Governance Coordinator – Procurement & Compliance
Supervises:	Nil
Department:	Governance and Organisational Strategy
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 5

1. POSITION OVERVIEW

1.1. Position Objectives

The Governance Officer – Audit and Risk is responsible for overseeing and administering governance and statutory compliance within the organisation. The officer will provide advice and support to all teams across the organisation to ensure compliance with systems, processes and policies identified through contractual and legal obligations.

The Governance Officer – Audit and Risk shall provide effective support to the organisation through the provision of services related to risk management, internal audits and investigations to ensure compliance to legislation and adopted policies.

2. DUTIES & RESPONSIBILITIES

2.1. Risk Management

- Develop and maintain the risk management framework and the embedding of an awareness of risk across the organisation.
- Provide direction and assist officers in using the risk management tools available.
- Analyse operational and strategic risks across the City and maintain regular and timely reviews of the risk matrix, risk profiles and risk register in consultation with other work areas.
- Prepare organisational risk reports for the Executive and the Audit and Organisational Risk Committee as required.
- Undertake periodic review of the City's Risk Management Policy and procedures as required, including undertaking periodic testing of its effectiveness.

2.2. Business Continuity

- Review and maintain the Business Continuity framework and associated plans and policies.
- Undertake periodic testing of the business continuity plan to ensure its ongoing relevance and effectiveness.

2.3. Internal Audit and Investigations

- Design and establish audit plans, scope, methodologies and standards.

- Undertake internal audits/spot audits as scheduled and report to the Audit and Organisational Risk Committee with appropriate recommendations.
- Conduct investigations and performance audits as directed.
- Assist with the compilation of agenda reports to the Audit and Organisational Risk Committee.
- Assist with any complaint investigations (PID, Register of Minor Breach).
- Develop and maintain a misconduct policy and processes.

2.4. Governance and Corporate Compliance Reporting

- Oversee the preparation and lodgement of the annual Compliance Audit Return
- Provide statutory, Governance and best practice support and advice.
- Maintain relevant SharePoint pages associated with risk management, complaint management, internal audit and investigations.
- Assist with compiling agenda reports for Council or Audit and Organisational Risk Committee meetings
- Coordinate the review of documents and templates provided by the Governance team and update where necessary to align with organisational procedures, policies and guidelines.

2.5. Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

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

3.1. Authority & Accountability

- Works under direct supervision of the Governance Coordinator – Procurement and Compliance
- Works in accordance with approved Council's policies, procedures and guidelines.
- Accountable for ensuring duties comply with statutory provisions and Council policies.
- Authority to provide information and advice in accordance with statutory provisions and Council policies.

- Responsible for meeting any performance measures as so determined for this role.

3.2. Judgement & Problem Solving

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

3.3. Specialist Knowledge & Skills

- Developing 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.
- Demonstrated knowledge of internal audit methodology and subsequent reporting of findings.
- Well developed organisational and time management skills.
- Capacity to work autonomously and independently.
- Ability to maintain a high level of confidentiality.

3.4. 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
- Demonstrated 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.

3.5. Qualifications & Experience

- Completion of, or progress towards, a 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 internal audit, risk management and corporate compliance.
- Exposure to risk management systems and reporting systems is essential.
- Experience with conducting internal audits in a Local Government context being preferred.
- Exposure to corporate governance functions, in systems/process analysis and development, and preparation of submissions and reports is desirable.
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)