

GOVERNANCE OFFICER - LEGAL POSITION DESCRIPTION

Position Title	Governance Officer – Legal
Directorate	Corporate Services
Department	Governance and Assurance
Position No.	45,002.00
Classification	Level Four (4) – Level Six (6)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Manager Governance and Assurance
Last Review Date	June 2025

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Governance and Assurance Department ensures an integrated approach to internal organisational services across the organisation. The Governance and Assurance Department is responsible for managing the Governance framework, Corporate and Operational Planning, Legislative Compliance and legal services administration functions including operations of Council.

POSITION SUMMARY:

The Governance Officer - Legal position:

- Provides support in the coordination of the legal services panel and associated administrative tasks to support the centralised administration of legal services and support function across the organisation;
- Assist the business with the appointment of suitably skilled legal advisors from the panel and associated activities including raising purchase orders and progress reporting.
- Coordinate and facilitate high order complaint management and investigations (i.e. Administrative Actions) and Right to Information Applications;
- Provide guidance/advice, when appropriate, on legal instruments; and
- Ensures the appropriate systems of corporate governance are operating effectively, including supporting the organisation to ensure governance matters are effectively managed.

DUTIES:

Position Accountabilities and Performance Objectives

1. Provide a high level of legal services support across the organisation and undertake Governance duties and facilitation under limited supervision while maintaining confidentiality;
2. Provide coordination of Council's legal services administration, the legal services panel and organisational legal registers, including liaising with external legal advisors, legal decisions and matters, undertaking legal and factual research, analyse and prepare reports for consideration under the supervision and support of the Senior Governance Officer;
3. Process (coordinate and manage) Right to Information Applications in line with relevant legislation and approved procedures;
4. Work collaboratively with the Senior Governance Officer and Manager Governance and Assurance on high order complaints management (Administrative Actions, Queensland Ombudsman, Office of the Information Commissioner etc.)
5. Supports the Manager as a liaison with the Queensland Ombudsman, Office of Information Commission and other government departments.
6. Review, update, maintain and manage Council's governance, legal and complaints registers;
7. Undertake research, administrative tasks and general support to the organisation; and
8. Work in partnership with the wider Team Leaders in the provision of effective governance services.
9. Contribute to the facilitation of positive outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
10. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote Council's values;
11. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
12. Working collaboratively with the Governance Officer – Administration and the Senior Governance Officer to achieve the department's objectives.
13. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Tertiary qualifications in Business Studies, Legal, Administration or Government Studies or relevant formal training and/or studying towards qualifications in Business Studies, Legal, Administration or Government Studies (desirable).
2. Sound knowledge of Local Government roles, responsibilities and operations.
3. Relevant knowledge in relation to legislation of Local Government within Queensland or other Australian jurisdictions. (desirable)
4. Knowledge of relevant word processing, records management and other computerised support systems.
5. Ability to think and operate beyond the standard scope of responsibility, possess strong decision-making skills, independent judgement and ability to work autonomously and prioritise tasks.
6. Ability to multi-task and deal with pressures associated with high volumes of work.

Experience

1. Three (3) years of demonstrated experience in conducting governance duties in Local Government, with exposure to legal services procedures (desirable).
2. Demonstrated ability to provide a high level of customer service and to work within a multi-skilled team environment.
3. Demonstrated high level of oral and written communications skills, including the ability to consult, research and analyse for problem solving.
4. Ability to contribute to team direction, give and receive feedback and achieve agreed performance standards in order to contribute to a culture of performance excellence.
5. Experience or training in legal studies or a course dealing with government and/or legal principles; or an understanding of service procurement processes. (highly regarded)
6. Understanding of local government functions and/or legislation, or experience and working knowledge of legal procedures, legal documents, legal terminology and legal techniques.(highly regarded)
7. Experience in developing corporate documentation and reports, including undertaking consultation/engagement with internal and external stakeholders.

Qualifications

Mandatory – this role requires the possession of:

1. C Class Open Australian Drivers Licence.

Desirable

1. Relevant formal training such as legal studies, or a course dealing with Paralegal roles in a Law office or extensive local government or business experience and knowledge is desirable.
2. Training and/or extensive experience in local government legislation or ability to learn is desirable.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		