

Position Description

Position Title	Governance Specialist
Portfolio	Member Services
Reports To	Manager Governance and Procurement
Employment Type	Full-Time
Location	West Leederville

Team Overview

The WALGA Governance and Procurement Team is responsible for providing members with information, advice, resources and services relevant to Governance and Procurement practices.

Position Purpose

The Governance Specialist's role is to enhance governance understanding, improve standards, and build capacity for members by providing advice on legislative compliance and governance practices, developing and managing online resources, and participating in training initiatives.

Key Accountabilities

Governance and Procurement Advice	<ul style="list-style-type: none"> Provide practical written and verbal advice and guidance to member Local Governments and WALGA internal staff on the application of the Local Government Act, Regulations, Local Laws and associated legislation to facilitate understanding of and meet statutory, governance and compliance obligations Assist members with developing, adopting, reviewing and implementing governance practices including delegations, policies and local laws Provide advice and support to members regarding better practice procurement to assist in meeting their technical, budgetary, governance and compliance responsibilities
Policy	<ul style="list-style-type: none"> Assist in the development of issues-based advocacy as required Identify and develop advocacy opportunities Liaise with relevant Government departments/agencies regarding proposals for legislative amendment and improved governance strategies that support members and their communities Provide internal support to WALGA portfolios by assessing and advising on advocacy proposals and / or State

	Government proposals for new and amended legislation and regulations
Training and Capacity Building	<ul style="list-style-type: none"> • Identify and develop new resources to build sector capacity and increase the value proposition for WALGA membership • Develop and present customised training, workshops and webinars to meet specific member requirements and to promote topical governance matters • Develop and review WALGA training course content and assessments as a 'subject matter expert' • Deliver face to face WALGA training courses to members, as required • Develop, maintain, review and update online templates, guides and resources to support members and promote good governance practice
Administration	<ul style="list-style-type: none"> • Maintain website content and online subscription access permissions • Prepare communications for subscribing members and external networks • Maintain Customer Relationship Management (CRM) records of member engagement
Stakeholder Engagement and Representation	<ul style="list-style-type: none"> • Represent the Association in a range of internal and external forums, including committees, conferences, projects and working groups • Develop relationships with member Local Governments to build identity and confidence in WALGA advice and support early uptake of better governance practices • Identify, develop, and implement strategies to promote increased member engagement with WALGA services and resources

Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, make suggestions and provide updates • Receive advice and report on progress towards business objectives and future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions • Report on progress towards business objectives and discuss future directions
Team	<ul style="list-style-type: none"> • Support a positive environment through teamwork, sharing knowledge and supporting colleagues • Assist team members with tasks and projects as needed, fostering a collaborative work environment

Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on a range of legislative reviews and governance strategies • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues
External	
Stakeholders	<ul style="list-style-type: none"> • Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues • Engage in, consult and negotiate the development, delivery and evaluation of projects • Manage expectations and resolve issues • Communicate needs, facilitate routine business transactions • Monitor, direct and address enquiries
Supplier/Service Providers and Consultants	<ul style="list-style-type: none"> • Manage expectations and resolve issues with service providers • Communicate needs, facilitate routine business transactions and resolve issues • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key Competencies

Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated understanding of the Local Government Act's legislative and regulatory impact on the functions, operations and compliance responsibilities of Local Governments • Demonstrated understanding of Local Government procurement legislation, practices and procedures • Demonstrated experience in researching and applying legislation and regulation • Thorough knowledge of the role of Local, State and Federal spheres of government • Demonstrated experience in governance, compliance, legal or similar role in Local Government (<i>desirable</i>) • Tertiary qualification in business or law (<i>desirable</i>) • High level of political awareness (<i>desirable</i>)
Skills	<ul style="list-style-type: none"> • Strong policy development and implementation skills involving conceptual, research and analysis capabilities • Excellent interpersonal skills with a diverse range of individuals and the ability to influence and engage stakeholders • High standard of written communication skills to compile reports, correspondence and resources suitable for different target audiences

	<ul style="list-style-type: none"> • Excellent customer service skills with an ability to ascertain what a Member Local Government is seeking • Ability to work productively independently and as part of a team in a fast-paced, high-performance environment • Good time management, prioritisation and organisational skills
Behaviours	<ul style="list-style-type: none"> • Willingness to attend meetings and events where intra state and overnight travel is required along with some out of business hours work • Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA • Create a culture of partnership and collaboration within the organisation and with external stakeholders • Provide expert advice, insights, and recommendations that contribute to positive outcomes • Incorporate future thinking into planning and develop innovative approaches to achieve long-term objectives. • Identify and evaluate innovative solutions to resolve complex problems • Facilitates and negotiates collaborative outcomes internally and externally • Provides insights and recommendations that shape decision-making processes • Show an awareness of the principles of Workplace Health & Safety and applies them by taking care and being alert about issues in the workplace • Assist in identifying WHS risks within the workplace, ensuring that all potential risks are properly reported • Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed
Values	<p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none"> • Respect - We act honestly, with integrity and respect • Excellence - We strive for excellence and an environment of continuous improvement • Accountability - We take responsibility and work openly and transparently • Collaboration - We value strong relationships and partnerships • Curiosity – We encourage a spirit of enquiry, and an innovation mindset.