

Position Description

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

Team Overview

The WALGA Governance and Procurement Team, is responsible for providing member Local Governments with information, advice, resources, tools and services relevant to contemporary Governance and Procurement practices.

Position Purpose

The Manager Governance and Procurement is responsible for leading and managing a team of professionals to enhance the Association's support of Member Local Governments by delivering a quality sector advice and support service, that provides statutory compliance and best practice advice, builds capacity and advocates policy positions on the Local Government Act and associated regulations.

Key Accountabilities

Team Leadership	<ul style="list-style-type: none"> • Demonstrate a consistent and visible commitment to WALGA's values and lead a team by fostering a culture of collaboration, accountability, innovation, continuous improvement and agility. • Build and lead a high performing team with the required capabilities, providing guidance and coaching, translating business plan objectives into actionable initiatives, setting clear goals and performance metrics. • Management of budget. • Embed accountability into all business processes and decisions. • Collaborate with other teams in WALGA to promote and achieve organisational cohesion as it relates to Governance and Procurement initiatives.
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Support and Advice	<ul style="list-style-type: none">• Lead and provide direction on the provision of practical written and verbal advice and guidance to the sector on the Local Government Act, Regulations, Local Laws and associated legislation to assist them in meeting their governance and procurement responsibilities and regulatory compliance.• Provide internal advice to WALGA portfolio's on matters relevant to the Local Government Act, and statutory roles and responsibilities of Local Government provided for in other legislative instruments.
Policy	<ul style="list-style-type: none">• Develop policies and provide issues based advocacy in the governance and procurement areas as required.• Identify and develop advocacy opportunities and assist stakeholders with developing, adopting, reviewing and utilising policies, local laws and guidelines.
Statutory Review	<ul style="list-style-type: none">• In collaboration with the Executive Director Member Services, examine proposals for legislative amendments for the Local Government Act and associated regulations.• Propose amendments to other legislation relevant to governance and procurement.• Facilitate consultation with member Local Governments by providing feedback opportunity on proposals for new and amended legislation and regulations.• Liaise with the relevant stakeholders on the Local Government sector's advocacy positions on proposed amendment to legislation and regulations.
Resources and Training	<ul style="list-style-type: none">• Lead the team in developing presentations and resources for Mayors/Presidents, Council Members and Senior Local Government administrators, covering governance and procurement topics such as roles and responsibilities, meeting procedures and conflicts of interest.• Provide subject matter expertise for the development and review of Council Member and Officer training resources, most notably, Council Members Essentials.• Prepare and deliver face-to-face workshops, online webinars and present to stakeholders and sector representatives at forums, seminars and conferences.
Capacity Building and Provision of Subscription Services	<ul style="list-style-type: none">• Lead and contribute to the development of resources including template tools, policies, procedures and guides.• Prepare governance advice for members to support and enhance the delivery of a professional and robust service.• Oversee drafting of governance alerts to inform members about governance and procurement matters.• Responsible for the provision of online subscription services.• Assist with organising governance, procurement and Member Services events, such as forums and seminars.

Key Relationships

Who	Why
Internal	
Executive Director Member Services	<ul style="list-style-type: none"> • Escalate issues, make suggestions and provide updates. • Receive advice and report on progress towards business objectives, future directions and strategies. • Provide expert advice and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Direct Reports	<ul style="list-style-type: none"> • Lead discussions and decisions regarding key projects and deliverables. • Lead, direct, manage and support performance using the PACE program and Capability Framework. • Provide guidance and coaching, translating team objectives into actionable initiatives.
Team	<ul style="list-style-type: none"> • Promote a collaborative and inclusive work culture and balance the success of the organisation with individual and team goals. • Actively seek out opportunities to contribute to the broader organisation, supporting the accomplishments of teammates. • Foster a sense of unity and cooperation to achieve shared goals.
Stakeholders	<ul style="list-style-type: none"> • Manage expectations and resolve issues. • Provide expert advice on a range of project related issues and strategies. • Communicate needs and facilitate routine business transactions. • Monitor, direct and address enquiries.
External	
Stakeholders	<ul style="list-style-type: none"> • Establish professional networks and relationships across other jurisdictions 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 • Negotiate and approve contracts and service agreements



	<ul style="list-style-type: none"> • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements
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Key Competencies

Knowledge and Experience	<ul style="list-style-type: none"> • Thorough understanding of the Local Government Act 1995, associated Regulations and the local law-making process • Demonstrated understanding of the impact of legislative and regulatory functions, operations and compliance responsibilities of Local Governments • Thorough knowledge of the role of Local, State and Federal spheres of government • Tertiary qualification in a business or law discipline (<i>desirable</i>) • Demonstrated experience in researching and developing legislation and regulations • Demonstrated experience initiating, managing and delivering projects to improve advisory and support services internally or externally • High level of political awareness • Demonstrated expertise leading a team of subject matter experts • Working knowledge of the principles of training and development methods and practices (<i>desirable</i>)
Skills	<ul style="list-style-type: none"> • Demonstrated effective interpersonal skills for establishing productive working relationships and partnerships. • Highly developed organisational skills with the ability to manage multiple issues and produce high quality work under pressure. • A strong team leader who is proactive in generating team engagement and increasing collaboration within the team and with other teams • Well-developed leadership skills with the ability to develop team members to be high performers and deliver outcomes. • High-level oral and written communication skills, with the ability to prepare different outputs and reports of a strategic or technical nature, and to make presentations to a wide range of internal and external audiences • Ability to communicate clearly and professionally, verbally and in writing • Excellent customer service skills with an ability to ascertain what a customer is seeking • An appreciation of and the ability to work in accordance with processes and team protocols. • Ability to present in an engaging manner to an audience • Well developed advocacy and negotiation skills • Well developed problem solving and critical thinking skills
Behaviours	<ul style="list-style-type: none"> • Willingness to travel to visit regional members and attend or present at relevant intrastate and interstate meetings and conferences.



	<ul style="list-style-type: none">• Lead by example, demonstrating exceptional accountability in all endeavours.• Sets a tone of integrity and professionalism within WALGA and in dealings external to WALGA.• Mentor and guide others in developing their future thinking capabilities and actively foster a collaborative team culture, encouraging trust, cooperation, and accountability.• Lead and design the implementation of processes and structures to support collaboration within the organisation,• Provide expert advice, delivering insights and perspectives.• Drive initiatives that enhance collaboration and strategic partnership outcomes and demonstrate expertise in managing relationships at a strategic level.• Speak with expert authority, effectively influencing stakeholders and shaping outcomes.• Champion a culture of continuous improvement and foster innovation in service delivery.• Promote a culture of safety and ensure WALGA's WHS policies, procedures, and programs are effectively implemented and adhered to.• Identify, assess, and manage WHS risks within work area, ensuring appropriate risk mitigation strategies are in place.• Identify and manage psychosocial risk factors through effective interventions.• 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 treat everyone with honesty, integrity, and respect.• Excellence: We are a professional organisation, delivering positive impact for members and community.• Accountable: We take responsibility and work openly and transparently to earn the trust of our stakeholders.• Collaborative: We leverage strong relationships and partnerships.• Innovative: We constantly strive to improve, innovate, and adapt.