

# Position Description

<b>Position Title</b>	Senior Governance Specialist
<b>Portfolio</b>	Member Services
<b>Reports To</b>	Manager Governance and Procurement
<b>Employment Type</b>	Full-Time
<b>Location</b>	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 Senior Governance Specialist supports the Manager Governance and Procurement in ensuring outcomes for member Local Governments through building awareness of complex legislative responsibilities and enhancing appreciation and understanding of good governance. This is achieved by improving member capacity through provision of advice to enhance legislative compliance, governance standards and better practice; developing, maintaining and promoting online resources; and participation as a lead subject matter expert in the development of governance-oriented training resources for Council Members and Local Government employees.

## Key Accountabilities

<b>Advisory Services</b>	<ul style="list-style-type: none"> <li>Responsible for ensuring that Governance advisory services are provided to member Local Governments in a timely and accurate manner.</li> <li>Responsible for leading the preparation and delivery of complex areas of advice, in consultation with Manager Governance and Procurement.</li> <li>Responsible for allocating enquiries to the Governance and Procurement Specialists, overseeing the management of workflow and turnaround timeframes are maintained.</li> </ul>
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<b>Governance Advice</b>	<ul style="list-style-type: none"><li>• Provide practical written and verbal advice and guidance to member Local Governments and WALGA internally 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.</li><li>• Assist members with developing, adopting, reviewing and implementing governance practices including delegations, policies and local laws.</li><li>• Provide advice and support to members regarding better practice procurement to assist in meeting their technical, budgetary, governance and compliance responsibilities.</li><li>• Oversee monthly member communications including but not limited to Compliance Calendar Alerts and Governance Updates.</li></ul>
<b>Policy</b>	<ul style="list-style-type: none"><li>• Participate in the development of issues-based advocacy as required.</li><li>• Identify and develop advocacy opportunities as it relates to governance topics.</li><li>• Liaise with relevant Government departments/agencies regarding proposals for legislative amendment and improved governance strategies that support members and their communities.</li><li>• 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.</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>• Prepare for and deliver face to face and onlineworkshops that compliment WALGA training resources and enhance understanding of the roles and responsibilities of member Local Governments.</li><li>• Oversee development and review of WALGA training course content as a lead subject matter expert, for eLearning and face to face formats.</li><li>• Identify and develop new resources, training and workshops to build sector capacity and increase the value proposition for WALGA membership.</li><li>• Develop, maintain, review and update online templates, guides and resources to support members and promote good governance practice.</li></ul>
<b>Capacity Building</b>	<ul style="list-style-type: none"><li>• Manage the development and review of Governance best practice subscription resources.</li><li>• In consultation with Manager Governance and Procurement, identify opportunities for new all member and subscription-based online governance resources.</li><li>• Development of consultation discussion papers and assessment of sector feedback relating to proposed amendments to the Local Government Act and regulations.</li></ul>
<b>Stakeholder Engagement and Representation</b>	<ul style="list-style-type: none"><li>• Represent the Association in a range of internal and external forums, including WALGA Zone meetings, workshops, seminars and conferences, projects and working groups.</li><li>• Develop relationships with member Local Governments to build identity and confidence in the WALGA brand and support early uptake of advice and better governance practice.</li></ul>



	<ul style="list-style-type: none"> <li>Identify, develop and implement strategies to promote increased member engagement with WALGA services and resources.</li> </ul>
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## Key Relationships

Who	Why
<b>Internal</b>	
<b>Manager</b>	<ul style="list-style-type: none"> <li>Escalate issues, make suggestions and provide updates</li> <li>Receive advice and report on progress towards business objectives and future directions</li> <li>Provide expert advice and contribute to decision making</li> <li>Identify emerging issues/risks and their implications and propose solutions</li> <li>Report on progress towards business objectives and discuss future directions</li> </ul>
<b>Team</b>	<ul style="list-style-type: none"> <li>Support a positive environment through teamwork, sharing knowledge and supporting colleagues</li> <li>Assist team members with tasks and projects as needed, fostering a collaborative work environment.</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>Provide expert advice on a range of project related issues, legislative reviews and governance strategies.</li> <li>Optimise engagement to achieve defined outcomes.</li> <li>Manage expectations and resolve issues.</li> </ul>
<b>External</b>	
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>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</li> <li>Engage in, consult and negotiate the development, delivery and evaluation of projects</li> <li>Manage expectations and resolve issues</li> <li>Communicate needs, facilitate routine business transactions</li> <li>Monitor, direct and address enquiries</li> </ul>
<b>Supplier/Service Providers and Consultants</b>	<ul style="list-style-type: none"> <li>Manage expectations and resolve issues with service providers</li> <li>Communicate needs, facilitate routine business transactions and resolve issues</li> <li>Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements</li> </ul>



## Key Competencies

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Tertiary qualification in law (<i>essential</i>)</li><li>• Demonstrated understanding of the Local Government Act's legislative and regulatory impact on the functions, operations and compliance responsibilities of Local Governments (<i>essential</i>)</li><li>• Demonstrated understanding of Local Government procurement legislation, practices and procedures (<i>essential</i>)</li><li>• Thorough knowledge of the role of Local, State and Federal spheres of government (<i>essential</i>)</li><li>• Demonstrated understanding of the legislative development and promulgation process (<i>desirable</i>)</li><li>• High level of political awareness (<i>desirable</i>)</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Strong policy development and implementation skills involving conceptual, research and analysis capabilities</li><li>• Excellent interpersonal skills with a broad range of people and the ability to influence stakeholders</li><li>• High standard of written communication skills to compile reports, correspondence and resources suitable for different target audiences</li><li>• Excellent customer service skills with an ability to ascertain what a member Local Government is seeking</li><li>• Good time management, prioritisation and organisational skills</li></ul>
<b>Behaviours</b>	<ul style="list-style-type: none"><li>• Sets a tone of integrity and professionalism within WALGA and in dealings external to WALGA.</li><li>• Willingness to travel and attend or present at relevant interstate meetings and conferences.</li><li>• Create a culture of partnership and collaboration within the organisation and with external stakeholders.</li><li>• Provide expert advice, insights, and recommendations that contribute to positive outcomes.</li><li>• Incorporate future thinking into planning and develop innovative approaches to achieve long-term objectives.</li><li>• Identify and evaluate innovative solutions to resolve complex problems.</li><li>• Facilitates and negotiates collaborative outcomes internally and externally</li><li>• Exhibits forward thinking skills, leading others in envisioning future possibilities</li><li>• Provides insights and recommendations that shape decision-making processes.</li><li>• Assist in identifying WHS risks within the workplace, ensuring that all potential risks are properly reported.</li><li>• Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed.</li></ul>



WALGA

<b>Values</b>	Ability to demonstrate and apply WALGA's values. <ul style="list-style-type: none"><li>• <b>Respect:</b> We treat everyone with honesty, integrity, and respect.</li><li>• <b>Excellence:</b> We are a professional organisation, delivering positive impact for members and community.</li><li>• <b>Accountable:</b> We take responsibility and work openly and transparently to earn the trust of our stakeholders.</li><li>• <b>Collaborative:</b> We leverage strong relationships and partnerships.</li><li>• <b>Innovative:</b> We constantly strive to improve, innovate, and adapt.</li></ul>
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