



Manager Governance

Armidale Regional Council



CONTACT

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We respectfully acknowledge the Traditional Owners, the Anaiwan and Kamilaroi people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



Position Overview

Armidale Regional Council is in the beautiful New England Region of New South Wales (NSW) located 460km north of Sydney. With approximately 29,900 residents, the region boasts a diverse economic landscape of industries such as education, agriculture, vineyards and technology, contributing to the sustained growth, prosperity and development of the region into the future.

Armidale Regional Council strives for a flexible, adaptable, innovative, high-performance culture that celebrates the contribution of every employee as they help to deliver community services to meet and exceed the community's expectations.

Armidale Regional Council is seeking an experienced and engaged Manager Governance to lead Council's corporate governance, records and risk management function.

Reporting to the Chief Officer Corporate and Community you will provide specialist advice, direction and leadership across the organisation in a strong partnership with the General Manager, Chief Officers and business unit Managers.

The Manager Governance leads a capable team that delivers organisational planning and drives business improvement through governance frameworks while ensuring records are effectively maintained.



Organisational Contribution

The Manager Governance will be a key member of the Corporate and Community Management team who together lead Information Technology, Community Services and Customer Experiences, Pre-School and the Airport. Council is seeking an engaged and proactive manager to contribute to Council's organisational goals.

Under the progressive leadership of the Council's GM James Roncon, the council is a stable, values-led organisation. The successful applicant must demonstrate a commitment to Council's values and be an exemplar of behaviours that develop trusted partnerships and model integrity, curiosity and compassion.

Key Responsibilities

Governance, Compliance and Risk Management:

- Provide advice for Executive decision-making to ensure compliance with legislation and policy.
- Develop and maintain a Legislative Compliance Framework, including policy statements and delegated authority systems.
- Manage and improve the Council's Enterprise Risk Management Framework.
- Develop, manage and review Risk Management Strategies, contributing to policy and procedure development.
- Oversee the internal audit function, reporting to the Executive and Audit Risk & Improvement Committee.

Integrated Planning, Reporting and Records Management:

- Lead planning efforts, including the annual Operational Plan aligned with the Community Strategic Plan (CSP).



Opportunities & Challenges

You'll work closely with a highly engaged Chief Officer - Corporate and Community and a supportive senior leadership group contributing to strategic decision-making.

The role has a strong internal advocacy responsibility and the new Manager will engage with the organisation and elected body to raise organisational risk awareness, facilitate councillor professional development and strengthen the Governance team's profile as partners to the success of the organisation.

Leading an enthusiastic team, you'll provide direction and mentorship and contribute to their growth, development and capability.

This role is a key contributor to the performance and effectiveness of the organisation and will offer the new Manager Governance longevity and advancement opportunities but also the chance to make a real impact in the organisation and its service to the Armidale Region communities.

Key Priorities

This role will oversee several key priorities critical to Council's success including:

- Completion and maintenance of a fit for purpose Business Continuity Plan, that facilitate Councils effective recovery from a disaster.
- Improvement of record management processes and procedures.
- Implement a fit for purpose professional development staff training program for governance related matters.
- Refine and evolve risk management frameworks for regular reporting to Executive Management and Audit and Risk Committee.

Stakeholder Engagement

Central to this role will be the ability to engage and influence a broad range of internal and external stakeholders. This will include close collaboration with members of the Executive Leadership team, managers across the organisation, elected members as well as coordination of the independent Audit, Risk and Improvement Committee.

Workforce Leadership

The Manager Governance will oversee a highly motivated and committed team. Council is seeking an enthusiastic leader, with a focus on the customer, process efficiency and governance best practice to elevate the maturity of the organisation. Maintaining a visible presence remains a priority to support the culture of transparency, accountability and collaboration.

Personal Attributes

This role will suit a Manager Governance with experience in strategic planning and internal audit, who values risk prevention and promoting an environment of organisational performance, transparency and collaboration.

Cultural fit and values alignment is essential, as well as exceptional verbal and written communication skills to engage with a diverse range of stakeholders and to support a high performing, collaborative team.



Courtesy of Armidale Regional Council



Qualifications, Skills & Attributes

We're seeking a highly engaged individual who thrives on leading change and enjoys building strong organisational relationships, while mentoring team members to achieve their full potential.

- Experience in a similar role leading the governance function of a local council.
- Demonstrated experience in interpretation and application of legislation and relevant industry standards.
- Demonstrated experience in stakeholder engagement with elected members, executive leadership, staff and members of the community to resolve high priority, and often sensitive and complex matters.
- Strong leadership skills, with a proven ability to role model core values and desired behaviours including coaching and mentoring staff and creating a strong customer focused culture.
- Tertiary qualifications in business, law, or significant relevant experience.



Salary Package Information

The Armidale Regional Council employee benefits include:

- Annual salary of \$130 000
- 11% superannuation
- Nine-day fortnight
- Access to long service leave after a five-year period in NSW.
- Relocation assistance up to \$5,000
- Flexible working arrangements in roster and shift times
- Discounted gym membership

“Moving to the new England region, particularly Armidale, was very exciting for my wife and I as it has everything you could possibly want without the hustle and bustle of a big city.

Arriving in town we were blown away by the beautiful old buildings and spent our first few weekends walking around town looking in the many old churches and taking photos of them along with the deciduous trees scattered throughout the city that were all changing colour.

A couple of big factors for us moving to Armidale was the affordable house prices and the fact the town is built around education so has multiple highly regarded schools and a university.

For me, the best part about working for Armidale Regional Council is the opportunity to join a group of likeminded people that genuinely want to make a difference in the community. The ELT are an incredible group of leaders that genuinely care for your wellbeing, are very approachable and go out of their way to help you.

Their leadership is creating a business that is becoming more versatile and adaptable to change. I look forward to growing my knowledge within local government and having the freedom and support to make positive change.”

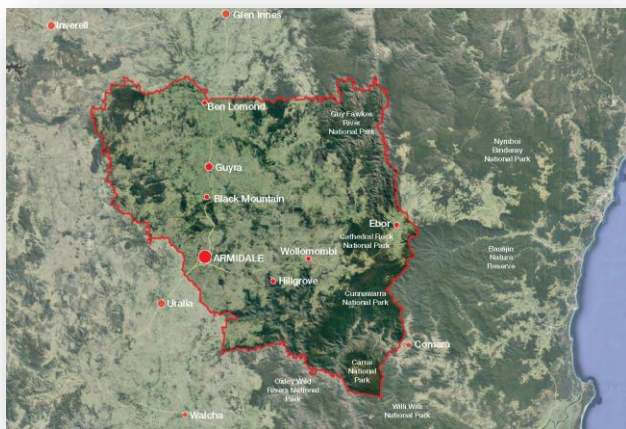
Lachlan Hogg; Manager Plant, Fleet and Depots;
Armidale Regional Council



About the Region

Armidale Regional Council is in the New England and Northern Tablelands regions of New South Wales and covers an area of approximately 8,621 square kilometres, about 500 kilometres north of the Sydney CBD and 500 kilometres south of the Brisbane CBD. Currently the region is home to an estimated 29,317 residents, with agriculture, forestry and fishing, education and training, and health care and social assistance being the predominant employment industries.

Armidale and the town of Guyra are the main centres with villages located in the area of Ben Lomond, Black Mountain, Dangarsleigh, Ebor, Hillgrove, Kellys Plains, Llangothlin and Wollomombi.



Links to Council Information



The Council area encompasses a significant proportion of National Park, State Forest and nature reserves, and has highly productive rural land used largely for sheep and cattle grazing, with some fruit growing, viticulture and tourism.

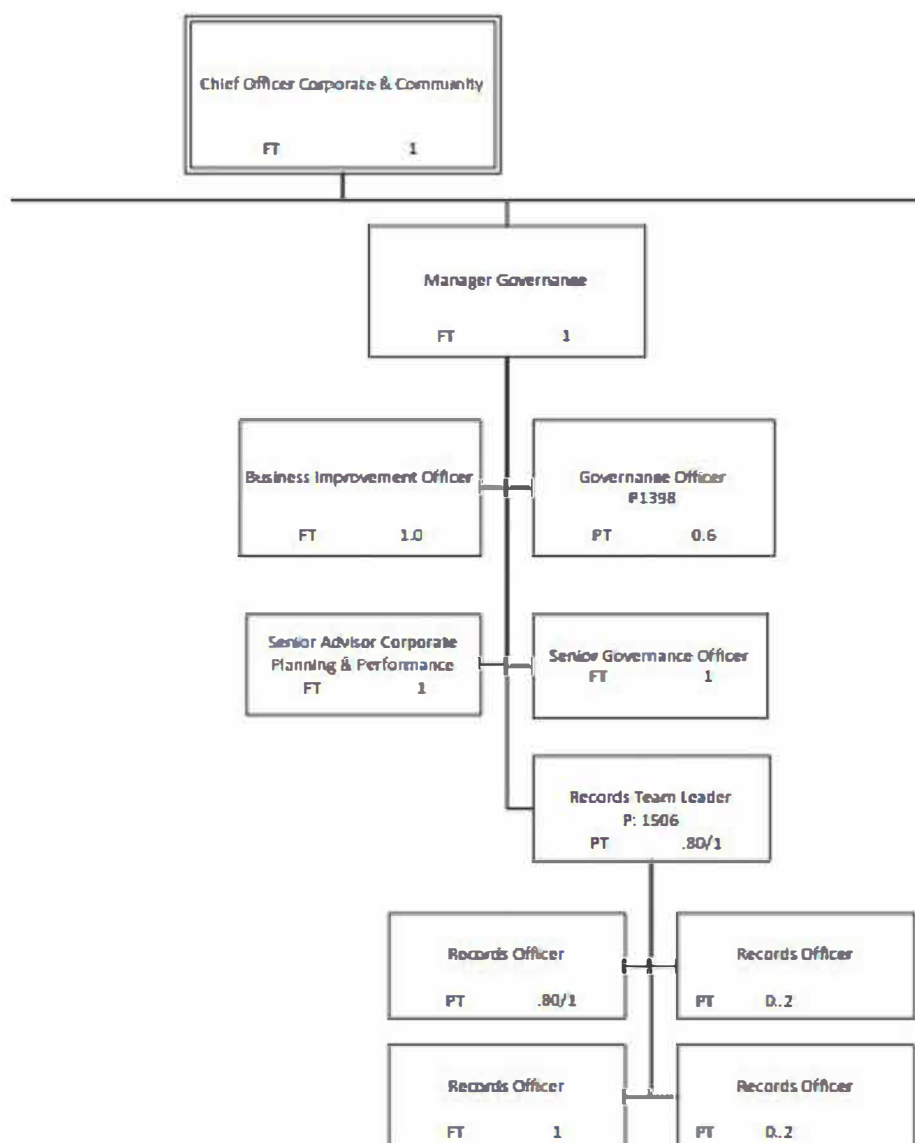
The Armidale Region is predicted to grow by more than 25% over the next ten years, capitalising on its unique mix of education, agriculture and high-country tourism.

Armidale city differs from most inland regional centres because it has a long-established university, transforming it from a rural town to a sophisticated city that has a wider range of jobs and business opportunities not usually found in the country.



Organisational Structure

Governance - Organisational Structure





Living in the Region



Housing

The current median housing price is \$425,000 for a 3-bedroom property and the current median rental price of \$400 per week.



Educational Facilities

Armidale is a regional education hub and is well-serviced by both state and private school facilities throughout the region. For those wishing to further their education, the University of New England is located in the heart of Armidale, and there are also several colleges available in the area. In 2021, 2,124 people in Armidale Regional Council area were attending university. This represents 7.3% of the population, compared to 3.0% in Regional NSW. 26.7% of people in Armidale Regional Council area had a Bachelor or Higher degree qualification, higher than Regional NSW.



Healthcare

There are excellent medical facilities in the region including both public and private hospitals readily available. The region is home to medical centres, private health centres, dental practices and aged care facilities.

[Statistics Profile of the Region](#)



Living in the Region



Shopping & Dining

The Armidale Regional Council area covers all your shopping needs, including boutiques, art galleries, and specialty stores. The dining is second to none in the region using fresh local produce. The region is also known for its award-winning wines. And for fresh produce for your home, you can't go past the local Armidale Farmer's Market.



Sports & Recreation

The Armidale Regional Council area is home to two aquatic centres, outdoor sports facilities, sporting clubs, and beautiful local parks and gardens. There is something for everyone with easy walking treks, a skate park for the skating enthusiast, and heritage tours to absorb the region's culture and history. The region has many events throughout the year, one of the highlights being "Big Chill" held annually in May



Getting Around

Of the 13,683 people who work in Armidale Regional Council area, 11,445 or 83.6% also live in the area.

54.7% of people travelled to work in a private car, 0.6% took public transport and 4.2% rode a bike or walked. 22.6% worked at home.

This means only 7485 people are commuting to work on any given day making traffic a non-event in your new tree change lifestyle.

Armidale Airport is 6 kilometres from the city centre and has daily return passenger flights to Brisbane and Sydney. The region is serviced by rail and local buses with numerous coach services also available. Armidale is approximately 6 hours from either Brisbane or Sydney, and 2.5 hours from the Coffs Coast.

Discover Armidale



Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Experience in a similar role leading the governance function of a local council.
- Demonstrated experience in interpretation and application of legislation and relevant industry standards.
- Demonstrated experience in stakeholder engagement with elected members, executive leadership, staff and members of the community to resolve high priority, and often sensitive and complex matters.
- Strong leadership and management skills, with a proven ability to create a strong customer focused culture and to role model Council values.
- Tertiary qualifications in business, law, or significant relevant experience.



Applications Open

- Week Commencing
Monday 27 January 2025



Applications Close

- 5pm Tuesday 11 February 2025



Initial Assessment

- Week Commencing 10 February 2025



Council Interviews

- Week Commencing 24 February 2025

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



Belinda Walker

Executive Talent Consultant



CONTACT

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Belinda is our senior talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care and her collaborative communication style to ensure a quality and professional level of service is always delivered.



Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description

Position Description

Position:	Manager Governance
Reports to:	Chief Officer Corporate and Community
Classification:	Grade 12
Term of Employment:	Full Time
Number of direct reports:	4
Other Staff reports:	8
Location:	This is an Armidale Regional Council role supporting both Armidale & Guyra offices, normally based at 135 Rusden Street Armidale.
Operational Expenditure:	\$3 million
Capital Expenditure:	Nil
Delegations	In accordance with Council's Delegations Register.

Organisational Context

Armidale Regional Council is located in the beautiful New England Region of New South Wales (NSW) and covers an area of 8,630 square kilometres. With an approximate resident population of 29,900, the region is home to many major industries including education services, technology services, agriculture, superfine wool production, beef and lamb production, vineyards and greenhouse horticulture – industries that will underpin sustained growth in the future.

Council delivers and provides a range of community and infrastructure assets include parks and reserves, libraries, swimming pools, roads, economic development, pre-schools, airports, museums, waste facilities and water and sewer infrastructure.

We strive for a flexible, adaptable, innovative and high-performance culture that celebrates the contribution of every employee, allowing them to build better careers as they help us deliver community services to meet, and exceed, the community's expectations.

Service Description

Operating within the Corporate & Community Service area of Council, the Governance and Strategy program is responsible for providing strategic leadership, guidance and support to the organisation to ensure Council has an effective corporate governance and risk framework that complies with legislative requirements. The team ensures Council's governance processes are effectively maintained and updated to mitigate and reduce risk. In doing so, they provide specialist advice, direction, and leadership across the organisation in a strong partnership with Chief Officers and business unit Managers within Armidale Regional Council.

The core functions the team perform are:

- Governance
- Enterprise Risk Management & Business Improvement
- Integrated Planning and Reporting
- Records Management

Position Profile

The position is accountable for advice and support services to Councillors, the Executive, and other staff in the delivery of robust programs, processes, and systems to facilitate best possible organisational outcomes. Primarily, these outcomes will be aligned to strategy, will be legislatively compliant and within the parameters of Council's governance framework.

Key Position Accountabilities

Governance

- Provide sound governance and compliance advice to ensure that Executive decision making is compliant with legislation and policy
- Ensure that Council has an effective Legislative Compliance Framework, that includes policy statements and delegated authority system that comply with all legislative requirements and meet organisational requirements
- Develop and support the ongoing implementation of corporate performance planning processes, tools, information registers and management reports
- Provide legal advice and review on all matters pertaining to Council's functions.
- Acting as Council's Public Officer
- Management of all Code of Conduct and other complaints pertaining to the elected body and senior executive.

Enterprise Risk Management and Business Improvement

- Responsible for the management and continuous improvement of the Council's Enterprise Risk Management Framework
- Develop, manage and review Council's ongoing Risk Management Strategies and contribute to the development, implementation and review of the Council's Risk Management Policy and procedures and risk management processes
- Manage the internal audit function reporting to the Executive and Audit Risk & Improvement Committee.
- Develop, test and review plans in accordance with the Business Continuity framework
- Review and maintain compliance with Council's Statement of Business Ethics Policy and its principles, with particular emphasis on transparency, impartiality, accountability and record keeping
- Conduct service planning reviews with the view to provide advice to managers that improve customer service outcomes as well as ensure compliance and robust governance.
- Provide briefings and training to ARC based on analysis of reports (such as Internal Audit, Audit Office of NSW, ICAC, etc).

- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity principles and the Local Government Act 1993

Integrated Planning and Reporting (IP&R)

- Manage the planning across the organisation including development and implementation the annual Operational Plan, consistent with the directions of the Community Strategic Plan (CSP) and Delivery Program
- Ensure organisational and divisional goals are clearly communicated, implemented, monitored, reported and measured by all staff
- Ensure that all Council business is adequately documented in all relevant systems in accordance with appropriate standards, procedures and timeframes
- Empower Council's Leadership Group to draft, adopt and implement the Integrated Planning and Reporting documents

Records Management

- Provide a framework for the maintenance of a Records Management System to meet the business needs of Council and the accountability requirements of the State Records Act 1998 (NSW) and the Local Government Act 1993
- Ensure the management of Council's information resources and Records Management System, to provide timely and comprehensive information to meet operational business needs, accountability requirements and community expectations.
- Ensure the preservation of Council's corporate records through sound recordkeeping practices and the accurate capture of information to meet all legal, evidential and accountability requirements.

It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Armidale Regional Council core values, Code of Conduct and Equal Employment Opportunity principles.

Core Council Values

Council is committed to creating a workplace where staff hold the below values at the core of our behaviour and conduct.

Inclusion

- Having positive interactions with other staff and valuing all staff for who they are. Valuing diversity and allowing for real opportunities for all staff to have meaningful relationships.

Wellbeing

- What is ultimately good for staff, what is in the self-interest of staff to ensure they are comfortable, healthy and happy in the workplace>

Transparency

- Conducting your duties in a way that creates openness between managers and staff by sharing information freely in an effort to benefit Council, staff and the Community.

Commitment

- Taking ownership of your work and being an ambassador for Council through a willingness to get involved.
-

Core Council Accountabilities

Council has high expectations and expects that all employees must adhere to Council's current guiding behaviour standards and expectations:

Work Health and Safety



- Ensure that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Participate in a delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

Community and Customer Focused



- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused in continuous improvement
- Deliver quality customer service and service delivery which exceeds Council and community expectations.

Code of Conduct and Equal Employment Opportunity



- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk.
- Convey a professional and positive image of Armidale Regional Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.

Performance



- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.

Selection Criteria

Essential

- Tertiary qualifications in business, law or
- Significant relevant experience at a senior management level with demonstrated record of achievement in financial, governance, transformation and change management
- Demonstrated experience at a senior management level in business planning, performance improvement, budgeting, cost control and implementation of quality management and information systems
- Demonstrated experience in interpretation and application of legislation and relevant industry standards
- In-depth knowledge of key issues relevant to local government legislation governance in NSW
- Strong leadership and stakeholder management skills, with a proven ability to role model core values and desired behaviours including coaching and mentoring staff and creating a strong customer focus culture
- Demonstrated problem solving and decision making skills, as well as high initiative, including ability to initiate and respond effectively to change
- Demonstrated understanding and commitment to continuous learning principles, equal employment opportunities, occupational health and safety and ethical practice principles
- Demonstrated experience in negotiation at a high level with elected members, executive leadership, staff and members of the community to resolve high priority, and often sensitive and complex matters
- Excellent written and oral communications skills, including ability to communicate with a range of stakeholders.
- Ability to provide requisite statutory training to staff.

Desirable

- Experience in using InfoCouncil.
- Significant experience in Corporate Governance in a local government context

Authorisation

Prepared by:	Manager Governance
Approved by GM (or delegate):	Chief Officer Corporate and Community
Date Approved/Updated:	21 February 2024
Version No:	1

Employee Acknowledgement

Signed by:	
Print Name:	
Date:	