



APPLICANT PACK

Manager – Governance & Risk Services

Maranoa Regional Council



RECRUITING FOR:



CONTACT

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Contents

↗ The Role	3
↗ About Maranoa Regional Council	11
↗ Living in the Region	13
↗ Recruitment Processes and Timeframes	15
↗ Contact	17
↗ Attachment: Position Description	

We respectfully acknowledge the Mandandanji and Gunggari people as the Traditional Owners and 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.



Overview

Maranoa Regional Council is seeking an energetic and strategically minded Manager – Governance & Risk Services to lead a newly established function designed to lift corporate governance maturity, strengthen public accountability and embed a proactive, organisation-wide risk culture. This role is central to the Council's ongoing transformation agenda and will play a visible, influential part in reshaping how governance, risk, assurance and business improvement are delivered across the organisation.

This is a permanent contract position based in Roma, reporting to the Director Corporate Services. The role offers an opportunity to join a cohesive executive leadership environment, work closely with an engaged Mayor and Councillors, and contribute directly to organisational reform, improved decision-making and long-term planning.

The role has been deliberately elevated to management level, with a small, capable team comprising a Governance Officer and a Business Improvement Officer. Importantly, the role is well-resourced, strategically important and supported by an Executive Leadership Team that is committed to high-quality governance and transparent public reporting.



Context and Strategic Drivers

A new role created to accelerate governance maturity

The Manager role is newly established and has never been filled. Council's organisational review identified the need to centralise responsibility for governance, enterprise risk, business improvement, policy frameworks and key corporate documents. The Director has undertaken significant preparation — including a governance audit, a risk improvement program and setup of preliminary frameworks — so the incoming leader will inherit a clear, structured program of work rather than a blank page.

A Council ready for modern governance

The CEO and Councillors have expressed strong support for strengthening risk, assurance and governance capability. While governance fundamentals exist, maturity varies across departments and cultural uplift is required to embed consistent practice, improve accountability and support better decision-making. Some areas still "head off and do their own thing" and the organisation requires a leader who can influence, guide and embed new expectations without alienating stakeholders.

An engaged, collaborative leadership environment

The ELT is recently refreshed and aligned around improving governance and organisational capability. The Audit & Risk Committee is highly active, predominantly independent and expects disciplined reporting, timely agenda management, and visible follow-through on audit recommendations. Council places strong value on public-facing documents being clear, legislatively compliant and professional in quality.

A balanced lifestyle and regional community with strong amenity

Roma offers strong connectivity (multiple daily flights to Brisbane), a young and active community and a calendar of cultural and social events that makes regional living attractive. The current executive leaders describe the workplace as welcoming, collegiate and respectful, with a stable Council chamber and a CEO who values open communication and trust.



The Role

Purpose

To lead and continuously improve Council's governance, risk and business improvement capability; ensure strong public accountability; support transparent and timely reporting; and provide strategic analysis and advice that strengthens decision-making across Council.

Key Result Areas

Governance & Corporate Reporting

- Lead the development and delivery of Council's key corporate documents including the Operational Plan, Annual Report and Corporate Plan.
- Oversee statutory registers, delegations, authorisations, conflicts of interest processes, s170A responses, policy frameworks and decision-making protocols.
- Ensure the accuracy, clarity and timeliness of governance content provided to Councillors and the public.

Enterprise Risk Management

- Embed a maturing enterprise risk framework across all departments, improving risk identification, assessment, mitigation and reporting.
- Lead risk assessments, support department risk registers and integrate risk thinking into planning, budgeting and project delivery.
- Contribute to fraud and corruption control, insurance governance and business continuity planning.

Audit & Assurance

- Coordinate all support to the Audit & Risk Committee, including agenda preparation, minutes, reporting and action tracking.
- Manage internal audit and collaborate with external auditors to deliver a risk-based audit programme with clear, timely follow-through on recommendations.

Business Improvement & Analysis

- Lead service reviews, process improvement projects and business analysis to improve performance, customer value and operational efficiency.
- Build internal capability for continuous improvement and data-driven decision-making.
- Shape and deliver a business improvement program that supports organisational uplift and enables smarter, streamlined operations.

Leadership & Culture

- Grow a small, high-performing team and develop capability across governance, risk and improvement.
- Influence managers and staff across Council to adopt consistent governance practice.
- Build trust, enable constructive conversations, and model the integrity and professionalism expected of a contemporary public sector leader.



What Success Looks Like

There are several clear success indicators for the new Manager Governance and Risk Services:

Rapid uplift in governance discipline

The organisation should see improved quality and timeliness of agendas, reports, registers, statutory responses and public documents. Councillors should see consistent, professional reporting that builds confidence in executive oversight.

Embedding of enterprise risk culture

Risk thinking should become an automatic part of planning and decision-making, supported by well-maintained registers, meaningful reporting and engaged leaders. The Manager must sustain this beyond the Director's tenure.

A strong relationship with the Audit & Risk Committee

The committee expects quality papers, thoughtful analysis and no surprises. Timely agendas and follow-through on audit actions are essential.

Measurable improvements in processes and service efficiency

The business improvement function is small but important. The Manager must work across departments, coach leaders and staff, and drive practical, implemented change.

High trust, strong influence

Success depends on credibility, confidence, emotional intelligence and stakeholder rapport. The Manager must be visible, accessible and well-connected across the organisation — not directive or heavy-handed.



Key Stakeholders

- CEO
- Director Corporate Services
- Executive Leadership Team
- Audit & Risk Committee (predominantly independent and highly engaged)
- Mayor and Councillors (reporting, risk updates, corporate planning)
- Managers and operational leaders across Council
- QTC and other external regulators
- Information Commissioner, Ombudsman, legal advisors



Candidate Profile

Experience

Candidates will likely come from governance, risk, assurance or regulatory environments across local government, the broader public sector or corporate governance functions.

Ideal candidates will bring several of the following:

- Governance leadership within a council or public sector environment
- Risk management, audit or compliance experience
- Exposure to complex stakeholder environments including elected officials or boards
- Experience leading organisational improvement or business analysis
- Strong writing skills, particularly in public-facing documents
- Evidence of influencing cultural change across diverse teams

Attributes

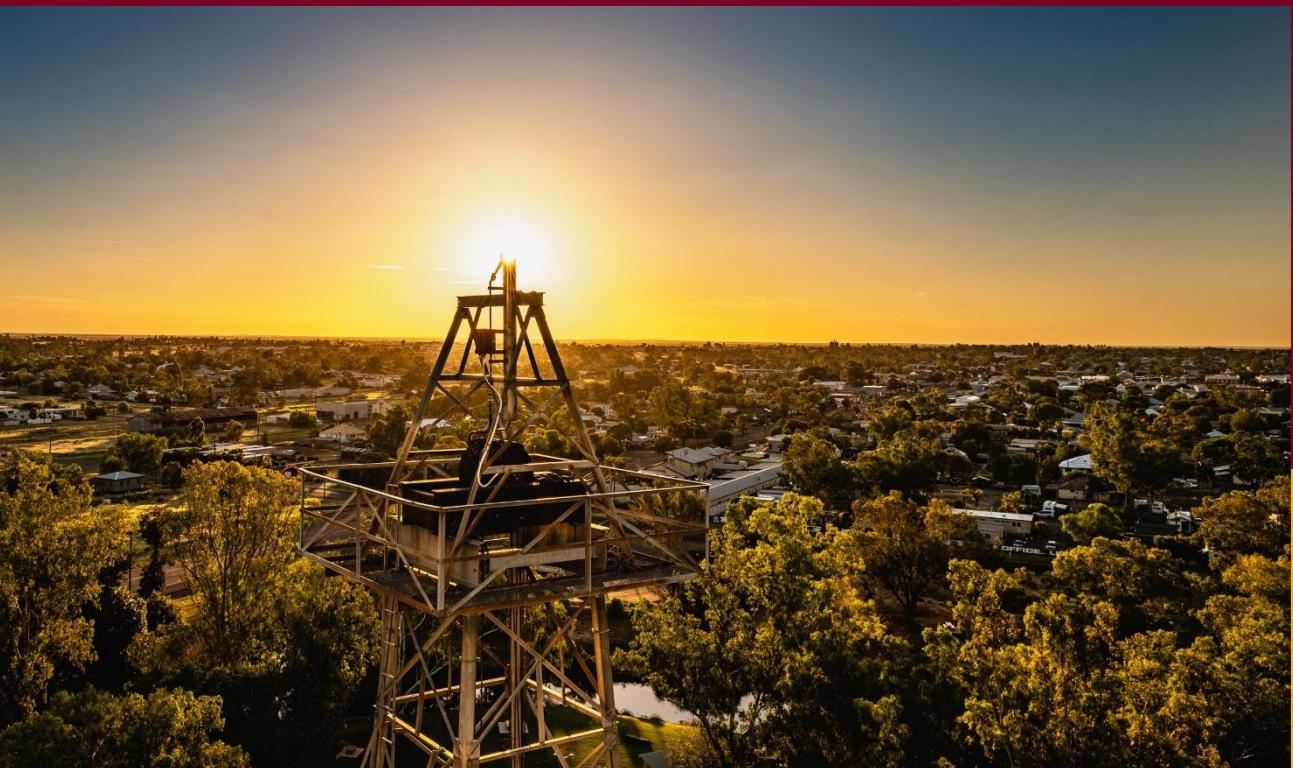
The Director emphasised the importance of:

- High energy balanced with thoughtful, strategic insight
- Strong people skills — an influencer rather than a controller
- Emotional intelligence, trust-building and political awareness
- A hands-on mindset initially, moving toward strategic system leadership
- Strong planning capability to complement the Director's more adaptive style

Qualifications & Compliance Requirements

- Tertiary qualifications in governance, law, risk, business, public administration or related discipline (preferred but not essential with a strong experience profile)
- C-Class Driver Licence
- Experience producing high-quality public documents
- Knowledge of relevant legislation and frameworks (LGA, Public Records Act, Privacy, ISO 31000 etc.)
- Desirable: GIA, RMIA, IIA membership; Lean Six Sigma; CRMP; ISO 31000 certification

Note: 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 the offer stage.



Location: Roma, Queensland

Roma is a regional centre with strong connectivity to Brisbane (multiple daily flights), a young demographic and a high level of community activity. The town has strong amenity, good services and a notably welcoming and cohesive community environment. Executives frequently comment on the positive culture, supportive Council and high quality of life for new arrivals.

Why This Role Will Appeal

- A rare opportunity to build, shape and lead a function with strong resourcing and executive support
- Clear mandate for improvement and organisational uplift
- Close access to and trust from the CEO and Director
- High visibility across Council, the Audit & Risk Committee and Councillors
- A workplace with stability, respect and genuine appreciation of professional governance
- A regional lifestyle with strong amenity and accessible travel links
- Opportunity to mentor and develop emerging talent and leave a legacy of strengthened governance capability



Remuneration & Benefits

Maranoa Regional Council recognise it is important for employees to be fulfilled in their roles, to balance work and life demands and to deliver quality services to the community.

Benefits directly related to this role include:

- Salary – The expected total package is positioned within the ~\$180K range (TRP), aligned to Council's remuneration structure for management-level roles.
- Relocation assistance – negotiable.

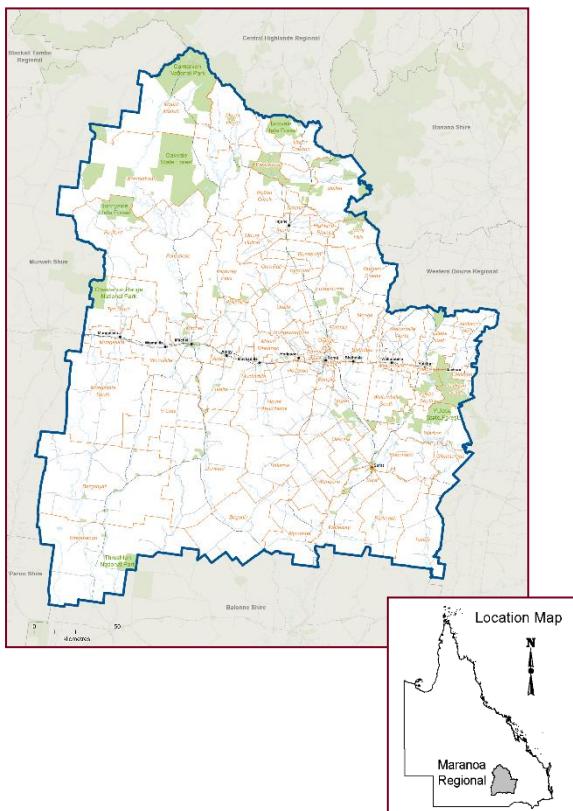
Council also provides a variety of employee benefits which might include:

- Employee Assistant Program
- Learning and development opportunities
- Health and wellbeing programs
- 12 Rostered days off
- 5 Weeks annual leave
- 15 days personal leave



About Council

The Maranoa is home to Australia's oldest operational cattle saleyards and is a national centre for both agriculture and natural gas production - an inland region where heritage, innovation and industry converge.



Maranoa Regional Council governs a diverse and strategically significant region in South West Queensland, covering approximately 58,830 square kilometres across a mix of rural communities, resource-industry centres and agricultural districts. The region is home to an estimated 13,500 residents, with the major population hub located in Roma, supported by the townships of Mitchell, Injune, Surat, Yuleba, Wallumbilla and surrounding localities.

The Maranoa is recognised as one of Queensland's strongest and most productive agricultural and energy regions. Its economy is built on large-scale beef and sheep production, cropping, gas extraction and associated service industries, alongside growing tourism markets anchored by attractions such as the Big Rig, national parks and significant cultural heritage sites. This economic diversity provides a stable platform for ongoing investment, workforce opportunities and long-term regional growth.

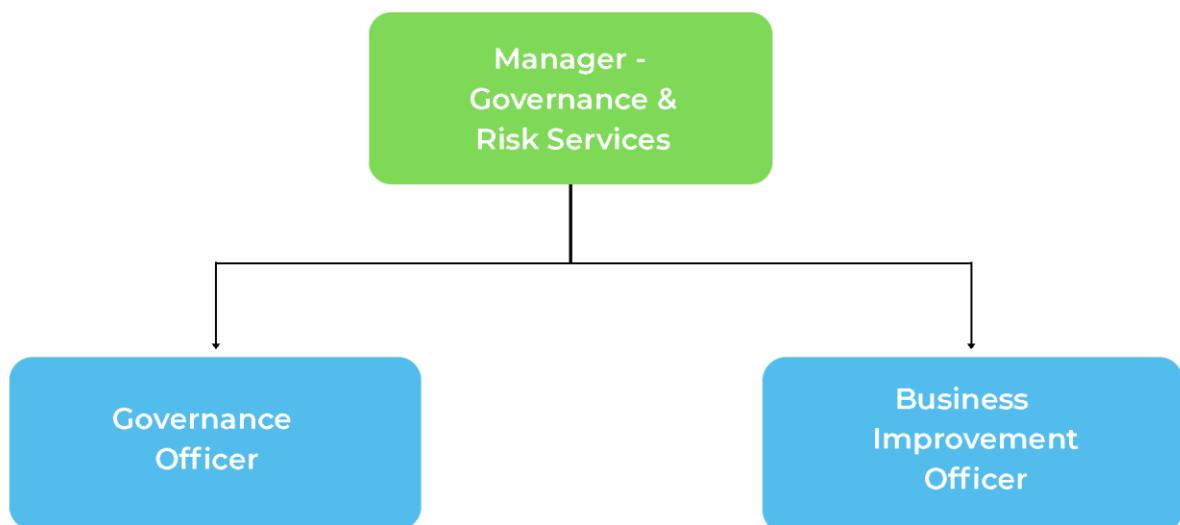
Council consists of a Mayor and eight Councillors, supported by an experienced Executive Leadership Team responsible for delivering a broad portfolio of services, infrastructure and community programs across the expansive local government area. The organisation delivers essential services including roads and drainage, water and sewerage, waste management, community services, planning and regulatory functions, alongside major infrastructure and economic development initiatives that support the region's prosperity.

With its strong agricultural base, strategic energy assets and proud rural communities, Maranoa Regional Council plays a central role in shaping the future of one of Queensland's most important inland regions, ensuring sustainable development, resilient infrastructure and high-quality services for current and future generations.

Links to Council Information



Organisational Structure





Living in the Region



Housing

The Maranoa offers a range of affordable housing options across its townships, from family homes and modern dwellings in Roma to character homes and more spacious rural properties in Mitchell, Injune, Surat and surrounding areas. Rental availability is generally stable, supported by the region's diversified workforce across agriculture, energy and local services. For those seeking a rural lifestyle, acreage properties and small farm holdings provide an opportunity to enjoy wide-open spaces while remaining connected to essential services.



Educational Facilities

The region provides access to quality education across a network of public and private schools. Roma hosts multiple primary schools and Roma State College, which delivers Prep–Year 12 education across junior and senior campuses. Additional primary and secondary options are located in Mitchell, Surat, Wallumbilla, Injune and Yuleba. Vocational and tertiary opportunities are supported by TAFE Queensland Roma campus, offering training aligned to industry needs and the University of Queensland Rural Clinical School, which provides medical education and placement programs in partnership with local health services.



Healthcare

Healthcare in the Maranoa is anchored by the Roma Hospital, a modern regional hospital providing emergency services, specialist outpatient clinics, medical imaging and inpatient care. Smaller hospitals and multipurpose health services operate in Mitchell, Injune and Surat, complemented by GP clinics, allied health practitioners, visiting specialists and community health programs. The region forms part of the South West Hospital and Health Service, ensuring coordinated service delivery and access to broader specialist networks.



Living in the Region



Shopping & Dining

Roma serves as the commercial centre of the region, offering major supermarkets, national retailers, specialty stores and essential services. Local shopping precincts in Mitchell, Surat and Injune provide daily conveniences and community-focused retail. Dining options include cafés, country pubs, bakeries and family-friendly restaurants across the region, with Roma offering a broader selection of eateries and venues. Community markets are held regularly, showcasing local produce, handmade goods and regional crafts.



Sports & Recreation

The Maranoa supports a vibrant sporting culture with clubs and facilities for rugby league, rugby union, cricket, netball, tennis, swimming and athletics. The region's natural landscape provides opportunities for camping, fishing, bushwalking and exploring national parks including Carnarvon Gorge, Mount Moffatt, Injune's Arcadia Valley and the Balonne River system. Cultural experiences include the Big Rig Night Show, regional museums, the Surat on Balonne Gallery and community events such as the Roma Cup and Mitchell Camel Races.



Getting Around

The region is connected by a well-maintained road network linking townships and providing direct access to Toowoomba and Brisbane. Roma Airport offers regular commercial flights to Brisbane, providing convenient access for business and personal travel. For travellers seeking a broader range of flight options, Toowoomba Wellcamp Airport is also accessible and offers additional domestic services, enhancing connectivity for residents when needed. Local transport options include community transport services and school bus networks, while private vehicles remain the primary mode of day-to-day travel across the expansive rural area.

Recruitment Process and Timeframes

How To Apply?

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

- Your CV
- A covering letter addressing the [Candidate Profile](#).

Evaluation Process

Leading Roles and Maranoa Regional Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Maranoa Regional Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.

Indicative Timeframes

 Applications Open	• Week Commencing Monday 5 January 2026
 Applications Close	• 5:00 pm Monday 2 February 2026
 Initial Assessment	• Week Commencing Monday 2 February 2026
 Council Interviews	• Week Commencing Monday 9 February 2026 (TBC)

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

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. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none">Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none">Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role.Video Conference Interviews: Initial interviews with longlisted applicants.Feedback: Shortlisted applicants agree with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none">Preparation: Shortlisted candidates receive a briefing prior to client interview.Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person.Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none">Checks: Simple online verification, including:<ul style="list-style-type: none">Reference ChecksCriminal History and Right to Work ChecksPsychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none">Negotiation: Consultant to support salary negotiations.Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none">Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none">Check-in: Regular check-ins throughout the first year.



ANGIE SIMMONDS

Principal Talent Consultant



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Angie's experience is primarily as an internal recruiter, working in both the blue- and white-collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

Client Rating



Candidate Rating





ATTACHMENT

Position Description

POSITION DESCRIPTION

Manager - Governance & Risk Services



About the position

Profile

Position title	Manager – Governance & Risk Services
Position number	1054
Department	Governance, Risk & Business Improvement Services
Current location	Roma
Classification	Contract
Reports to	Director - Corporate Services (0002)
Date last reviewed	08 July 2025

Purpose

This key leadership role was established through Council's organisational review to elevate corporate governance maturity, embed a proactive risk culture, and strengthen Council's public accountability and internal performance.

Reporting to the Director Corporate Services, the Manager is responsible for both strategic and operational delivery of governance, risk, assurance, and business improvement functions across the organisation.

The role supports Executive and Council operations by coordinating critical frameworks, statutory reporting, and corporate documents — including the Operational Plan, Corporate Plan, and Annual Report — while also leading continuous improvement efforts.

The role is suited to a dynamic, hands-on leader who is passionate about professional governance, excellent public communication, and enabling smarter decision-making through clear frameworks, robust systems, and strong integrity.

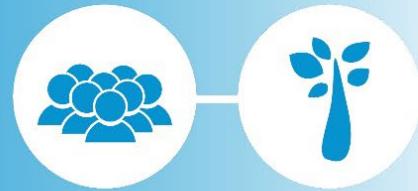
Key responsibilities

Strategic Leadership

- Develop and maintain integrated governance and risk management frameworks aligned with legislation and best practice.
- Lead the design and delivery of a structured Business Improvement Program that enhances operational efficiency, customer value, and internal capability.
- Provide strategic advice and accessible reporting to the Director, CEO, Executive Team, Council, and Audit and Risk Committee.
- Promote a strong governance and risk-aware culture organisation-wide.

POSITION DESCRIPTION

Manager - Governance & Risk Services



Governance and External Reporting

- Coordinate and deliver Council's key corporate documents — Operational Plan, Corporate Plan, Annual Report — ensuring professional quality and alignment with legislative and community standards.
- Oversee governance functions including statutory registers, delegations and authorisations, conflicts of interest protocols, and complaints management frameworks.
- Support corporate decision-making protocols, meeting governance, policy frameworks, and public transparency.

Enterprise Risk Management

- Manage the operation of Council's enterprise risk framework, embedding proactive risk identification, mitigation, and reporting across all departments.
- Lead risk assessments, support risk registers, and integrate risk into business planning and project delivery.
- Contribute to fraud and corruption control, business continuity planning, and insurance governance.

Audit and Assurance

- Coordinate support to the Audit and Risk Committee including agenda setting, minutes, reporting and action tracking.
- Liaise with internal and external auditors to deliver risk-based audit and assurance activities.
- Oversee Council's internal audit program and ensure recommendations are actioned appropriately.

Business Improvement and Analysis

- Lead structured service reviews, business process analysis, and improvement initiatives to deliver measurable organisational benefits.
- Champion data-driven decision-making and customer-centric service design in Council's operations.
- Build internal capability to drive and sustain continuous improvement practices.

Leadership and Culture

- Lead, support, and develop a small team of professionals in governance, risk, and business improvement.
- Model Council's values and encourage a high-integrity, collaborative, and outcomes-focused workplace culture.
- Promote awareness of governance responsibilities across departments and organisational levels.

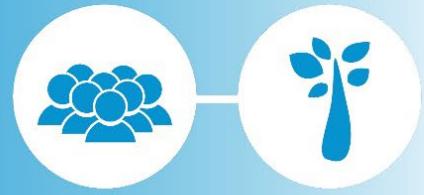
Workplace Health & Safety

- Report unidentified Health & Safety hazards and any associated risks.
- Assist with Health & Safety risk elimination and/or risk reduction strategies.
- Participate in Council's Health & Safety Management System requirements.
- Comply with reasonable direction regarding Health & Safety.
- Take reasonable care of your own Health & Safety.
- Ensure your own acts or omissions do not adversely impact the Health & Safety of others.
- Maintain awareness of Council's Health & Safety performance.

POSITION DESCRIPTION

Manager - Governance & Risk Services

MARANOA REGIONAL COUNCIL - MARANOA REGIONAL COUNCIL



Other

- Assume the accountabilities as per the established role dimensions for the position
- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council as required
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

Our values

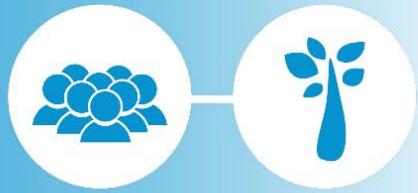
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

POSITION DESCRIPTION

Manager - Governance & Risk Services



About the person

Qualifications and licences

Mandatory qualifications and licences

To be successful in this role, candidates must demonstrate (or be able to obtain):

- Current C (Car) Class Driver Licence.
- Tertiary qualifications in Governance, Law, Risk Management, Public Administration, Business or a related discipline.
- Substantial experience in governance, risk management, compliance reporting, or business improvement roles.
- Demonstrated capability to produce public-facing documents of high quality (e.g., Annual Reports, Operational Plans).
- High-level communication and stakeholder engagement skills.
- Strong planning, analytical and policy development capability.
- Knowledge of relevant legislation (e.g. Local Government Act, Public Records Act, Information Privacy Act) and frameworks (e.g. ISO 31000, AS8000).

Desirable qualifications and licences

- Membership or certification with the Governance Institute of Australia (GIA), Risk Management Institution of Australasia (RMIA), or Institute of Internal Auditors (IIA).
- Certification in Lean Six Sigma, CRMP, ISO 31000 or equivalent.
- Experience supporting Audit and Risk Committees or internal audit functions.
- Experience in regional local government, or the public sector more broadly.

Required skills and experience

- Strategic and Operational Thinking – Able to connect strategic frameworks with operational execution.
- Exceptional Communication – Skilled at creating clear, professional governance content and translating complex risk information for varied audiences.
- Governance Leadership – Proven ability to manage frameworks, policies, registers, and corporate compliance functions.
- Risk Intelligence – Practical understanding of enterprise risk and ability to influence risk-aware planning.
- Business Improvement Focus – Ability to identify and lead performance improvements and process efficiency.
- Influence and Collaboration – Capable of working across diverse teams, levels, and functions.
- Ethical and Accountable – Demonstrates professionalism, discretion, and integrity at all times.



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