



POSITION DESCRIPTION

Governance & Quality Assurance Officer

Position	Governance & Quality Assurance Officer
Employment	Fixed Term, Full Time - Level 5
Location	Darwin
Reports to	Chief Performance & Capability Officer

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, 14 of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

Service Work performed is of the highest quality, innovative and solutions focused.

Ethical Applies the highest standards of integrity and ethical conduct.

Attitude Demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion Makes appropriate decisions, sound judgements and communicates effectively.

Safe Work practices performed apply and promote Work Health Safety standards.



POSITION

The Governance & Quality Assurance Officer is responsible for developing, monitoring, and maintaining the Council’s governance framework to ensure compliance with Local Government responsibilities.

ROLE RELATIONSHIPS

Internal	External
CEO	NT Government
Executive Leadership Team	LGANT
EA to CEO	Elected Members
Administration Coordinator	Consultants and External Contractors
Community Service Managers	
All Council Staff	

DUTIES

Primary Tasks

- Ensure compliance with the Local Government Act 2019 (and other relevant legislation).
- Identify emerging issues in relation to corporate governance from a local government perspective and assist in the development of appropriate actions and recommendations.
- Work with the EA to CEO to assist with Council and Local Authority meetings, ensuring compliance with the requirements of the NT Local Government Act and relevant Legislation and Regulations.
- As and when required, in conjunction with the EA to CEO, attend Council and Local Authority meetings in-person (including travel to community) to record minutes, and subsequent to each meeting, ensure all Council and Local Authority decisions are followed up by responsible officers.
- Provide specialist advice to the Chief Executive Officer in relation to the interpretation of legislation, particularly the NT Local Government Act.
- Coordinate the induction training for Elected Members following a Local Government election or a Council by-election.
- Consult with communities and the Executive Team in relation to the coordination, development and review of the West Daly Regional Council Annual Regional Plan.
- Coordinate the necessary reporting processes for Council’s Regional Plan.
- Work with the Chief Financial Officer to ensure compliance with Budget reporting.
- Assist in the development of the West Daly Council Annual Report.
- Other duties commensurate with skills and experience, as directed by the Chief Performance & Capability Officer.



RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the Council 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Chief Performance & Capability Officer.

SELECTION CRITERIA

Essential Qualifications & Experience

- Relevant Tertiary qualification and/or work-related experience.
- Experience working in a similar compliance/governance role.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with children/Ochre Card.



Knowledge, Skills & Abilities

- Demonstrated knowledge and experience in the provision and interpretation of legislation.
- Ability to maintain confidentiality.
- Knowledge and understanding of legislation relevant to Local Government in the Northern Territory (would be well-regarded).
- Highly developed organisational skills with the ability to multi-task, plan and manage work processes involving multiple stakeholders to meet deadlines.
- Ability to work and travel to remote communities (as required).
- Excellent verbal and written communication skills which demonstrate an ability to consult, negotiate and mediate at all levels within the organisation and with key stakeholders including Elected Members.
- Excellent record keeping and minute taking skills, attention to detail and a high level of accuracy.

APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

Dated: September, 2021

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