



## Position Details

<b>Position title:</b>	<b>Head of Governance</b>
<b>Award Classification:</b>	SEO
<b>Department:</b>	Governance and Communications
<b>Division:</b>	Governance and Performance
<b>Date Approved:</b>	June 2026
<b>Approved By:</b>	General Manager Governance and Performance

### Organisational Relationships:

<b>Reports To:</b>	Manager Communications and Governance
<b>Supervises:</b>	Coordinator Councillor and Executive Support, , Senior Council Business Advisor, Senior Governance Compliance Advisor, Senior Privacy & FOI Advisor
<b>Internal Stakeholders:</b>	Chief Executive Officer (CEO), Executive Leadership Team (ELT), Senior Management, Mayor, Councillors and Council Employees
<b>External Stakeholders:</b>	Local Government Victoria, Local Government Inspectorate, IBAC, Victorian Ombudsman, OVIC and other regulatory bodies MAV, LGPro, M9 Group of Councils Council's legal advisors and specialist consultants

## Position Objectives

- Oversee and support the seamless execution of council governance functions, ensuring compliance with relevant legislation, policies, and procedures. Drive continuous improvement in governance processes to enhance transparency, efficiency, and accountability across the organisation.

### Our values

Working together  
Performance

Creative and strategic thinking  
Courage and integrity

Personal growth  
Accountability, Community First



- Deliver expert, high-level advice on council business and governance matters to Councillors, the Leadership Network, staff, and the community. Lead the development and implementation of governance frameworks that strengthen decision-making, promote ethical leadership, and uphold integrity across all levels of the organisation.
- Provide strong leadership to the Governance Team, fostering a collaborative and high-performing culture. Ensure stakeholder relationships, governance integrity and councillor dynamics are effectively managed while contributing to the broader leadership of the Governance and Performance Division and championing organisational excellence.

## Key Responsibilities and Duties

- Provide high-level legislative, compliance, and governance advice, ensuring alignment with the Local Government Act and other relevant legislation.
- Oversee the management of Council business, including Council meetings, Planning Committee meetings, and briefings, ensuring seamless operations and adherence to governance principles.
- Lead the appointment process for Councillors to Council Committees, external boards, and committees, fostering strategic representation and engagement.
- Develop and implement governance policies, processes, and initiatives that balance legislative requirements with a focus on customer experience and continuous improvement.
- Drive the implementation of legislative and regulatory changes, particularly the Local Government Act 2020, ensuring organisational compliance and readiness.
- Play a key role in managing Council elections, caretaker periods, and the induction of newly elected Councillors, ensuring a smooth transition and effective onboarding.
- Oversee the Council's freedom of information and privacy functions, ensuring compliance with statutory obligations while protecting transparency and confidentiality.
- Navigate and resolve complex and sensitive governance issues, often involving significant community or staff interest, with discretion and strategic acumen.
- Support the administration of the Councillor Code of Conduct process, promoting accountability, ethical leadership, and constructive working relationships.
- Undertake the role of Public Interest Disclosure Coordinator/Officer for Council, including receiving and managing disclosures in accordance with the Public Interest Disclosures Act 2012, maintaining confidentiality, liaising with IBAC and relevant integrity agencies, supporting the welfare of disclosers, and delivering organisation-wide education and awareness.
- Attend and provide expert governance advice to relevant internal committees, advisory groups, project control groups and working groups, including those established to support Emergency Management responses, as Council's governance representative. This includes oversight of governance requirements, actions, reporting obligations and committee administration.
- Lead and continuously improve Council's integrity framework, including conflict of interest, personal interest returns, gifts, transparency in decision-making, fraud and corruption controls, and liaison with oversight and integrity agencies.
- Oversee the framework for Council delegations, sub-delegations, instruments of appointment and authorisations, and maintain relevant statutory and corporate governance registers to ensure legislative compliance and organisational currency.



- Support the development of effective councillor relationships by facilitating open communication, effective decision-making, and professional engagement with the organisation.
- Support the Manager, Governance & Communications, in embedding a culture of strong governance across the organisation, driving accountability and best practice.

## Accountability and Extent of Authority

The role:

- is accountable to the Manager of Governance and Communications working in cooperation with senior leaders across the organisation.
- is responsible for contributing positively to team cohesion, productivity, and culture.
- is responsible for identifying, and helping to manage, stakeholder engagement, negotiation and relationship risks and issues across the organisation.
- instructs and supervises team members and consultants undertaking work on projects to produce agreed deliverables.
- prepares, manages, and reviews project and recurrent budgets for consideration by the Manager.

## Judgement and Decision Making

- High level strategic thinking, conceptual ability, creative problem-solving and vision applied to achieve quality outcomes and community benefit.
- Use judgement to ensure portfolio of work remains consistent with Department/Division/ELT/ Council priorities.
- Proven ability to use initiative to identify opportunities to forward Council priorities and support their development and implementation.
- Make decisions and recommendations in a frequently complex environment under broad direction and guidance and within Council policy and instrument of delegation.
- Utilise sound judgement and decision-making skills to respond to community requests, complaints, and issues sensitively and promptly.
- Leads the development of governance strategy and determines policy direction for Council consideration
- Demonstrate openness to new ideas, innovation, and a learning mindset
- Use judgement and influence to resolve engagement issues and risks to partnerships in a timely manner, escalating issues to the Manager Communications and Governance where appropriate.

## Specialist Skills and Knowledge

- Significant experience working in a dynamic, demanding, and political environment.
- Maintains deep understanding of emerging governance, integrity and public sector reform trends
- Significant experience and demonstrated ability to understand, interpret and apply relevant legislation.
- Demonstrated ability to conduct and present research into a range of regulatory, organisational, and social issues.
- Demonstrated understanding of Council's business environment



- Exceptional written and presentation skills including demonstrated ability to skillfully communicate complex ideas and issues in an appropriate format for the audience.
- Proven and significant interpersonal, negotiation, and persuasion skills, with the ability to use discretion and judgment, communicating with others at all levels in a busy, complex, and political environment.
- Demonstrated knowledge of the Public Interest Disclosures Act 2012, integrity agency processes, and best-practice approaches to managing sensitive disclosures, investigations and confidentiality.
- Strong knowledge of governance systems relating to delegations, statutory registers, policy governance, conflicts of interest, privacy and freedom of information

## Management Skills

- Ability to lead key initiatives of importance to the organisation, Division, CEO and/or Mayor & Councillors.
- Flexible and adaptable to changing needs, with the ability to reprioritise and refocus in a fast-paced environment of change or ambiguity.
- Ability to work collaboratively on broader organisational projects, programs, and priorities across all levels of management and staff, and with external Council partners.
- Ability to manage own time and work priorities of self and others and meet deadlines while achieving goals and objectives without supervision within delegation boundaries
- Ability to manage budgeting, resource allocation and financial management responsibilities.
- Promoting a positive and high performing culture of the City of Port Phillip and influencing others to share ownership of the Council's goals.
- Contribute to departmental, divisional and organisational leadership including demonstrating a commitment to Proudly Port Phillip and the organisation's values and behaviours.
- Acts as a trusted advisor to ELT and contributes to strategic organisational decision-making forum.

## Interpersonal Skills

- High level of communication, stakeholder management and relationship building skills with an adaptable style to communicate and engage with a diverse range of internal and external stakeholders.
- Effective in working cooperatively with and empowering staff in supporting their needs so they can deliver key Council priorities and gaining assistance from key areas within the organisation.
- Ability to persuade and negotiate with both internal and external stakeholders including but not limited to members of the public, council officers, members of ELT, councillors, and State government officers, including at a senior level.
- High level ability to communicate and consult in a socially and politically sensitive environment with a customer centric approach.



- Ability to demonstrate active listening, generate strategic / analytical thinking in others, be facilitative and responsive.

## Qualifications and Experience

- Relevant tertiary qualifications. Post-graduate qualifications in governance, business and/or leadership highly regarded.
- Experience in understanding, interpreting and applying relevant legislation, with Local Government experience highly regarded.
- Ability to provide policy advice at a senior level across a wide range of matters.

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding, and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip



## Vaccination Policy

- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

## Key Selection Criteria

- Proven ability to lead, inspire and develop high-performing teams that are aligned, engaged and collaborative. Demonstrated experience in fostering a positive team culture, driving performance, managing competing priorities and enabling professional growth
- Extensive knowledge and demonstrated practical application of the Local Government Act 2020, Freedom of Information legislation, privacy obligations, Public Interest Disclosures Act 2012, and other relevant legislation. Proven ability to provide expert governance advice, manage compliance obligations, and develop and implement effective governance policies, frameworks and controls.
- Demonstrated experience in managing Council business and governance systems, including Council and committee meeting processes, governance rules, delegations, statutory registers, election processes, Councillor support, and the administration of governance-related policies and procedures.
- Exceptional ability to engage with diverse stakeholders, exercise sound judgement, and navigate sensitive and politically complex issues with discretion. Highly developed negotiation, influencing and communication skills, with the ability to convey complex legislative and governance matters clearly and effectively to a range of audiences.
- Demonstrated success in embedding governance best practice, ethical leadership and continuous improvement across an organisation. Proven ability to strengthen integrity frameworks, support effective Councillor relationships, manage sensitive disclosures and contribute to a culture of accountability, transparency and organisational trust.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*