



Position Details

Position title:	Senior Council Business Advisor
Award Classification:	Band 7
Department:	Governance and Organisational Performance
Division:	Governance and Organisational Performance
Date Approved:	December 2024
Approved By:	Executive Manager Governance & Organisational Performance

Organisational Relationships:

Reports To:	Head of Governance
Supervises:	Council Business Advisor, agency staff assisting with delivery of Council Meetings
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Lead the delivery of Council business and governance activities.
- Provide Council business and governance advice to Councillors, the Leadership Network, staff and the community. Ensure Council meets its legislative requirements, particularly in relation to governance and mandatory declaration and reporting compliance.



Key Responsibilities and Duties

- Administration of the end-to-end process for Council Meetings, Planning Committee Meetings and Councillor briefing sessions, which includes the accurate preparation of agendas, business papers, scheduling, minutes, progress of decisions and confidential item management.
- Provide leadership within the Governance team, managing the Council Business Advisor, agency staff, and any other officers that may be tasked with delivering Council Meetings.
- Oversee all of Council's publicly available registers, ensuring a high standard of transparency and legislative compliance.
- Provide education and guidance to all relevant Council departments to drive adherence to Council policies, protocols and processes.
- Support the management of community participation in Council business activities including the process for community to speak at Council meetings and petitions management.
- Provide legislative, compliance and internal governance advice in respect to the Local Government Act and other relevant legislation.
- Support the development and implementation of policies, practices and systems related to Council business activities.
- This role is required to attend Council meetings and Council briefings conducted outside of ordinary working hours – typically Wednesday evenings. You will be required to provide support and coordination as required to ensure meetings are run effectively and efficiently.

Accountability and Extent of Authority

- Responsible for providing advice on Council business activities to Councillors, community and staff.
- Responsible for ensuring the efficient and timely upload of documentation associated with Council Meetings, Planning Committee Meetings and Councillor Briefings.
- Lead the development and implementation of Council Business policies, practices and procedures and contribute to broader governance policies, with a view to improve the overall adherence to good governance practices.
- Required to work collaboratively as part of a team, manage Council Business Advisors, Council Business Officers, and agency staff, and at times work with minimal supervision and report to senior management when issues arise.
- Work with the broader organisation to gain cooperation in adhering to best practice Governance approaches.

Judgement and Decision Making

- Required to help drive Council's governance compliance, taking a proactive approach to improving the work of a range of internal stakeholders.
- Required to manage own activities within set timeframes and to apply judgement and discretion in accordance with legislation, policy and guidelines.
- Required to undertake duties in an environment where guidance and advice is not always available and the context is complex and / or ambiguous.



Specialist Skills and Knowledge

- Demonstrated understanding of the Local Government Act and other relevant legislation, as well as policies, practices and other statutory duties associated with local government.
- Excellent understanding of Council policies, with a particular focus on the Governance Rules.
- Ability to manage team budgets, especially in relation to the delivery of Council Meetings, as required.
- Sound experience in writing Council report and submissions.
- Experience in the leading development and implementation of Council Business policies, practices and procedures that contribute to broader governance and legislative compliance.
- Proficiency in understanding complex information.
- Discretion with confidential information and sensitive matters. High level understanding of Councils internal confidentiality processes.
- Demonstrated proficiency in the Microsoft Office suite of applications and general document management.
- Demonstrated proficiency in InfoCouncil and Records Management systems and / or the ability to quickly learn new systems.
- High level of attention to detail.

Management Skills

- Ability to manage own time, to maintain attention to detail and to plan and organise own work.
- Lead, coach and develop staff, and contribute to long term staffing strategies, and manage own work and that of others despite conflicting pressures.
- Provide leadership within the Governance team, managing the Council Business Advisor, agency staff, and any other officers that may be tasked with delivering Council Meetings.
- Required to work collaboratively as part of a team, manage Council Business Advisors, Council Business Officers, and agency staff, and at times work with minimal supervision and report to senior management when issues arise.

Interpersonal Skills

- Ability to influence, gain co-operation and assistance from and liaise with Councillors and senior staff on a regular basis.
- Ability to communicate effectively, both verbally and in writing, with officers from other business units and external stakeholders and contractors.
- Work with the broader organisation to gain cooperation in adhering to best practice Governance approaches.



- Ability to liaise and advise others in the organisation regarding specialist governance matters.
- Ability to motivate and develop other members of the Governance team.
- Well-developed diplomatic skills, politically astute and a sound understanding of protocol procedures.
- Demonstrated skills in handling confidential matters and information.

Qualifications and Experience

- Academic: Post-secondary qualification preferably related to governance, law or business management or lesser formal qualifications with extensive experience working in a Governance/legal environment or similar.
- Experience: Extensive experience in a governance role.

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.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

Key Selection Criteria

- Extensive experience working in a governance or similar role within a fast-paced and dynamic environment.
- Demonstrated understanding of legislation, as well as policies, practices and other statutory duties and how to interpret and apply this in a practical manner.
- Demonstrated ability to lead development and implementation of Council policies and procedures that promote good governance practices.
- A sound understanding of meeting procedures and good governance practices.
- Politically astute with excellent analytical, investigative and research skills.
- Demonstrated report writing skills.
- Demonstrated ability to work across an organisation and build positive and constructive working relationships with other business units.
- Demonstrated high level of computer literacy.

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.