

Job and Person Specification

Risk & Governance Officer

Great support! Great service! Great community!

Department	Corporate Services
Award	South Australian Municipal Salaried Officers Award
Classification	ASU Level 5
Reports to	Manager Governance
Direct reports	Nil
Date last reviewed	August 2026

Working at Adelaide Plains Council

We provide great support and great service for our great community.

2028 vision

Adelaide Plains is a thriving proactive community with an enviable lifestyle, emerging economy, and remarkable landscapes.

Our core values

 Honesty and Integrity	 Innovative and Open-minded	 Leadership and Diplomacy	 Professionalism	 Respect	 Teamwork
Building trust and loyalty with the community and within Council.	Being proactive in continually improving our services.	By acting strategically and effectively managing our relationships.	Through commitment, quality and timeliness of work delivered.	For others, acting with humility and empathy.	Through unity, cooperation and support.

Our constructive culture

Achievement	Pursue standards of excellence with enthusiasm
Affiliation	Friendly, sensitive and cooperate with others
Humanistic-Encouraging	Supportive of others and constructive in dealings with one another
Self-Actualising	Maintain personal integrity, self-develop and enjoy work

Position Overview

Support the effective delivery of Council's risk and governance functions by providing high-quality advice to a broad range of stakeholders, facilitating internal audits, and leading and promoting Council's risk and governance framework to ensure continuous improvement and compliance with the *Local Government Act 1999* and other relevant legislation.

Key Responsibilities

Under limited direction of the Manager Governance, undertake Council's risk and governance functions, including but not limited to:

Title	Description
Risk	• Facilitate the implementation and continuous improvement of Council's Risk Management Framework, ensuring compliance with the <i>Local Government Act 1999</i> and relevant legislation. • Monitor Council's Risk Management Framework and implement risk management practices and strategies to strengthen and enhance Council's risk maturity. • Maintain the Council's risk register, coordinating with internal risk owners to ensure current and effective monitoring of risks, controls and actions. • Build risk awareness and risk management capability across Council to ensure best practice and continuous improvement. • Prepare clear and accurate reports to support informed decision making. • Coordinate risk workshops, meetings, and follow-up actions. • Support and implement business continuity planning initiatives. • Establish, coordinate and monitor Council's internal audit function.
Governance	• Support the implementation and continuous improvement of Council's Governance Framework, ensuring compliance with the <i>Local Government Act 1999</i> and relevant legislation. • Coordinate and support the review, development and maintenance of Council policies, procedures and other documents. • Coordinate Council and Committee meetings, including the preparation and distribution of reports, agendas and minutes to relevant members within legislative timeframes. • Ensure accurate and precise minute-taking at meetings and assist with the monitoring and reporting of actions in accordance with Council's resolution register. • Prepare clear and accurate reports to support informed decision making. • Maintain registers in accordance with the <i>Local Government Act 1999</i>. • Assist in the planning, coordination and delivery of Council elections in accordance with the requirements of the Electoral Commission and the <i>Local Government (Elections) Act 1999</i>. • Assist the Manager with executive and/or member support, as required. • Actively promote good governance practices across Council.

Performance indicators

- Demonstrate a thorough understanding of, and compliance with, the *Local Government Act 1999* and other relevant legislation, regulations, policies and obligations.
- Provide timely, responsive and effective support to employees in the use of risk and governance systems and processes.
- Develop and maintain professional and collaborative working relationships with internal and external stakeholders, fostering effective communication and service delivery.
- Coordinate and support Council's internal audit function and the review of Council policies, procedures and other documentation in accordance with review schedules and requirements.
- Consistently deliver accurate and high-level correspondence, reports, agendas, minutes and record keeping, ensuring all documentation is distributed within legislative and administrative timeframes.
- Maintain registers accurately, ensuring they are up to date and compliant with legislation and best practice standards.

Selection Criteria

Qualifications

Desirable

- Tertiary qualification in business, law, risk or related discipline.

Knowledge

- An excellent working knowledge of the *Local Government Act 1999* and the various legislation, regulations, codes, standards and guidelines relevant to local government.
- Sound knowledge of local government's role in providing services to its constituents.
- Sound knowledge of corporate risk, compliance and governance.
- A strong understanding of Council policies and procedures.
- Sound knowledge of Microsoft products and their application.

Skills

- Proven ability to interpret and apply legislative and statutory requirements in workplace scenarios.
- Expertise in policy and procedure development, including the ability to design and map workplace processes.
- Highly effective interpersonal skills and ability to build rapport and maintain productive relationships at all levels of management and employees.
- Sound judgement and discretion in handling and maintaining sensitive and confidential information.
- Strong organisational and time management skills, with the ability to balance and prioritise competing priorities effectively.
- Advanced problem solving, negotiation and influencing skills.
- Strong research and analytical skills, with the ability to present findings clearly and concisely.
- Excellent written and verbal communication skills, including data interpretation, report writing, delivering presentations, coaching and dispute resolution.
- Attention to detail.

Experience

Essential

- Demonstrated experience in providing risk and/or governance support within a local government context or similar role.

Desirable

- Previous experience in risk management will be highly regarded.

Personal attributes

- Ability to interpret and resolve enquiries and convey information.
- Demonstrates a high level of interpersonal skills and work ethics, including:
 - high degree of confidentiality, discretion and diplomacy
 - motivation and enthusiasm
 - ability to exercise initiative
 - commitment to professionalism and the provision of high-quality customer service
 - strong commitment to, and focus on, customer service and contributing to establishing strong community relationships
 - ability to work independently and as an effective team member in providing high quality responsive customer service.
- Ability to provide instruction and guidance to other employees.
- Ability to keep informed of new developments, procedures, technology and a willingness to embrace change.
- Ability to share expertise and information freely, whilst maintaining confidentiality as appropriate.
- Demonstrated commitment to continual professional and personal development.

Delegation and authority

This role is responsible and accountable to the Manager Governance for undertaking the functions of the position to a consistently professional standard and thereby making a positive and effective contribution to Council.

Provide information and advice within the limits of *the Local Government Act 1999* and other acts and regulations and as delegated by the Chief Executive Officer.

WHS & RTW (responsibilities as a Worker)

Workers are to ensure they comply with Councils WHS&RTW Management System. The responsibility of the worker is to ensure the following:

Workers Health and Safety

- Take reasonable care of his or her own health and safety.
- Take reasonable care that their acts and omissions do not adversely affect the health and safety of other persons in the workplace.
- Complying with the WHS Act, Return to Work Act, Regulations, Performance Standards for Self Insurers, Codes of Practice and Australian Standards.
- Co-operate with any Council WHS&RTW Policies, Procedures, Safe Work Instruction, Safe Operating Procedure and/or Safe Work Method Statement.
- Use plant, equipment and hazardous chemicals in a safe manner and condition.
- Do not allow the consumption of drugs or alcohol to affect and endanger themselves or others at work.

Return to Work

- Comply with the Councils Return to Work Procedures.
- Actively participate in the development and implementation of return to work plans with the agreed primary goal being return to work.
- Abide by agreed medical restrictions.

Job requirements

Work Location	Based at the Mallala Principal Office but may be required to operate from the Two Wells Service Centre or Mallala Depot.
Performance Reviews	Annual performance reviews are conducted with the expectation of achievement of high standards of performance, and will generally be based on the responsibilities, specifications and requirements outlined in the job and person specification.
Training or Networking	Attend conferences, seminars and training courses to maintain strong and effective networks and competencies.
Meetings	Attendance at ordinary Council, committee meetings and some Council events is required.
Driver's Licence	Current driver's licence at C Class.
Screenings and Clearances	A current National Police Clearance is required.
Out of Hours Work	There will be a requirement for limited out of hours work to fulfil the role requirements (authorisation from your line manager is required prior to any out of hours work being undertaken).
Information Management	Ensure Information Management activities are conducted and completed in accordance with Council policies and procedures and in accordance with the <i>State Records Act 1997</i> , <i>Freedom of Information Act 1991</i> and <i>Local Government Act 1999</i> .

Agreement

This job and person specification accurately reflects and describes the responsibilities, duties and skills required and the expected output and outcomes for the position.

Read and agreed to by:

Employee

Signature:

Date:

Approved by:

Line manager

Signature:

Date:

Job and Person Specifications form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of Council as outlined within the strategic plan. Councils core values are an integral component of the organisational culture and all staff are expected to perform and behave aligned with the core values of Council.