

# Take the plunge.



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Governance  
& Risk Coordinator

Position Description



**WESTERNPORT**  
WATER.

Hours  
that  
work  
for  
you.



TITLE

# Governance & Risk Coordinator

BAND

5 (\$63,007 to \$80,277)

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LOCATION

Newhaven Head Office, Phillip Island

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DEPARTMENT

Corporate & People

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DIVISION

Strategy, Performance & Governance

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REPORTS TO

Manager Strategy, Performance & Governance

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DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Governance & Risk Coordinator supports the Corporation in meeting its regulatory requirements and strategic goals through the coordinated delivery of governance, risk and performance reporting expertise.

## KEY RESPONSIBILITY AREAS

- Act as the main contact and subject matter expert on all Corporate Governance, Risk, Corporate Performance Reporting, Legal and Insurance matters.
- Coordinate, review and implement the Corporate Governance Framework for the business.
- Coordinate, review and implement the Corporation's Risk Management Framework.
- Develop and maintain the Corporation's Risk Register.
- Coordinate activities to ensure the Corporation meets all regulatory risk and compliance requirements.
- Provide advice on risk management issues and promote awareness and understanding across the organisation.
- Assist Manager Strategy Performance & Governance to coordinate all Legal and Insurance matters.
- Assist Manager SP&G with FOI/Privacy enquiries.
- Assist Manager SP&G with business continuity planning, emergency management, testing and planning.
- Manage, review and provide advice on the Instrument of Delegations (Delegations Register).
- Manage, review and provide advice on policy and procedures including education of staff.
- Manage, review and implement Corporate Strategy and Corporate Performance Reporting Systems.
- Other duties as directed within the skills and abilities of a position at this level.

An underwater photograph showing several people swimming in clear, turquoise water. The scene is captured from an overhead perspective, with sunlight filtering through the water, creating a bright and airy atmosphere. The swimmers are silhouetted against the lighter water, and their movements are graceful and fluid. The overall mood is serene and refreshing.

Enjoy  
a new  
kind  
of peak  
hour.

## REQUIREMENTS OF THE POSITION

### Key Selection Criteria

Working knowledge of Corporate Governance, Risk, Corporate Performance Reporting, Legal and Insurance matters.

Tertiary qualification in Business, Law, Applied Risk, Governance Administration or related field.

The ability to provide specialised compliance and regulatory governance advice and direction to the organisation.

Excellent communication skills and demonstrated high level ability to work collaboratively as part of a team to achieve team goals and targets.

The ability to prepare complex written reports, strategies, policy and procedures.

Demonstrated experience in establishing and maintaining governance frameworks, processes and compliance systems in the field of and risk management.

Experience in the coordination of activities to ensure all regulatory Risk and Compliance requirements and

Experience within a Public Sector government setting.

### Qualifications and Experience

Tertiary qualifications in a relevant field (Business, Law, Applied Risk, Corporate/Public Sector Governance) together with experience in a role encompassing Corporate Governance, Risk Management, Business Performance reporting; or lesser qualification with extensive and relevant experience.

Experience within a Public Sector government setting.

### Management and Interpersonal Skills

These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

In this band, the position requires an understanding and an ability to implement personnel policies and practices including agreements, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies.

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.

Employees in this band must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own Corporation to resolve intra-organisational problems.

## REQUIREMENTS OF THE POSITION

### Accountability and the extent of authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or participate in the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider Corporation.

In positions where the prime responsibility is to provide specialist advice to or regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

All positions in this band would have an input into policy development within their area of expertise and/or management.

### Judgement and decision making

These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the Corporation.

In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

### Specialist knowledge and skills

These positions require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities. Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

An understanding is required of the long term goals of the wider Corporation and of its values and aspirations and of the legal and political context in which it operates.

Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.



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