



POSITION DESCRIPTION

Western Australian Local Government Association

Job Title	Governance Specialist
Portfolio	Member Services
Reports To	Manager Governance and Procurement
Employment Type	Full-Time
Location	West Leederville

Team Overview

The WALGA Governance and Procurement Team are responsible for providing members with information, advice and services relevant to Governance and Procurement practices.

Position Purpose

The Governance Specialist role is to drive governance understanding, improvement and capacity building for members including; providing advice to enhance legislative compliance, governance standards and practice; developing and managing online resources; and participating in training initiatives.

Key Accountabilities

Governance and Procurement Advice	<ul style="list-style-type: none"> • Provide practical written and verbal advice and guidance to member Local Governments and WALGA internal staff on the application of the Local Government Act, Regulations, Local Laws and associated legislation to facilitate understanding of and meet statutory, governance and compliance obligations. • Assist members with developing, adopting, reviewing and implementing governance practices including delegations, policies and local laws. • Provide advice and support to members regarding better practice procurement to assist in meeting their technical, budgetary, governance and compliance responsibilities.
Policy	<ul style="list-style-type: none"> • Assist in the development of issues-based advocacy as required. • Identify and develop advocacy opportunities. • Liaise with relevant Government departments/agencies regarding proposals for legislative amendment and improved governance strategies that support members and their communities. • Provide internal support to WALGA business units by assessing and advising on advocacy proposals and / or State Government proposals for new and amended legislation and regulations.

Training and Capacity Building	<ul style="list-style-type: none"> • Identify and develop new resources to build sector capacity and increase the value proposition for WALGA membership. • Develop and present customised training, workshops and webinars to meet specific member requirements and to promote topical governance matters. • Develop and review WALGA training course content and assessments as a 'subject matter expert'. • Deliver face to face WALGA training courses to members, as required. • Develop, maintain, review and update online templates, guides and resources to support members and promote good governance practice.
Administration	<ul style="list-style-type: none"> • Maintain website content and online subscription access permissions. • Prepare communications for subscribing members and external networks. • Maintain Customer Relationship Management (CRM) records of member engagement.
Stakeholder Engagement and Representation	<ul style="list-style-type: none"> • Represent the Association in a range of internal and external forums, including committees, conferences, projects and working groups. • Develop relationships with member Local Governments to build identity and confidence in WALGA advice and support early uptake of better governance practices. • Identify, develop, and implement strategies to promote increased member engagement with WALGA services and resources.

Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, make suggestions and provide updates • Receive advice and report on progress towards business objectives and future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions • Report on progress towards business objectives and discuss future directions
Team	<ul style="list-style-type: none"> • Support a positive environment through teamwork, sharing knowledge and supporting colleagues
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External	
Stakeholders	<ul style="list-style-type: none"> • Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues • Engage in, consult and negotiate the development, delivery and evaluation of projects • Manage expectations and resolve issues • Communicate needs, facilitate routine business transactions • Monitor, direct and address enquiries

Supplier/Service Providers and Consultants	<ul style="list-style-type: none"> • Manage expectations and resolve issues with service providers • Communicate needs, facilitate routine business transactions and resolve issues • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements
--	--

Key Competencies/Demonstrated Experience

Knowledge & Experience	<ul style="list-style-type: none"> • Tertiary qualification in business or law (desirable) • Demonstrated understanding of the Local Government Act's legislative and regulatory impact on the functions, operations and compliance responsibilities of Local Governments (essential) • Demonstrated understanding of Local Government procurement legislation, practices and procedures (essential) • Thorough knowledge of the role of Local, State and Federal spheres of government (essential) • Demonstrated experience in researching and developing legislation and regulation (essential) • High level of political awareness (desirable)
Skills	<ul style="list-style-type: none"> • Strong policy development and implementation skills involving conceptual, research and analysis capabilities • Excellent interpersonal skills with a broad range of people and the ability to influence stakeholders • High standard of written communication skills to compile reports, correspondence and resources suitable for different target audiences • Excellent customer service skills with an ability to ascertain what a Member Local Government is seeking • Good time management, prioritisation and organisational skills
Behaviours	<ul style="list-style-type: none"> • Promotes the Association in a professional manner in interactions with members, suppliers and the general public by showing openness, truthfulness, reliability and consistency with others • Takes accountability by accepting responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner • Demonstrates respect for and willingness to work in the team by valuing the contributions, views and needs of others and participating, contributing and progressing the team's objectives to an agreed outcome • Shows an awareness of the principles of Occupational, Safety & Health and applies them by taking care and being alert about issues in the workplace