

### Position Description

<b>POSITION TITLE:</b> Governance & Risk Officer	<b>REPORTS TO:</b> Team Leader Governance
<b>Pay Band:</b> Band 3	
<b>ORGANISATIONAL CONTEXT</b>	
<p>Lower Murray Water (LMW) operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage. Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p>	
<b>PRIMARY OBJECTIVES</b>	
<p>Achieving LMW's vision of creating a healthy, sustainable water future for our region requires strong governance to ensure the Corporation not only performs at the level expected, but also conforms within its regulatory and legislative environment. Sitting within the Organisational Performance department, this role is an integral part of the Governance Team which exists to ensure that LMW's records management, risk management, policy, compliance, and governance frameworks are integrated across the business providing assurance to the Board and the Executive Team, fostering a culture of good governance.</p> <p>As the Governance &amp; Risk Officer you will provide a high level of risk and governance advice and ensure that the appropriate systems and processes are in place with a view to supporting an uplift in governance practices across the organisation. The key objectives of the role are:</p> <ul style="list-style-type: none"> <li>• To provide a high level of support for the governance, policy, and risk management services to all LMW staff.</li> <li>• To develop, implement and maintain LMW's governance systems including governance, policy, compliance, and risk management frameworks.</li> <li>• Assist in the identification and assessment of new or changing risks and support the requirements and practice of a good governance and risk culture throughout the organisation through education, understanding and capacity building.</li> <li>• Contribute informed governance and administrative support and reporting to LMW Board and Board Sub-Committees.</li> </ul>	

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Promotion and role modelling of a good governance and risk culture by embedding risk and governance discussions into normal business practices.</li> <li>• Development and implementation of a partner-model structure to enhance collaboration and support of LMW teams with timely and effective governance and risk management practices in accordance with corporate governance and compliance timeframes.</li> <li>• Represent LMW at government forums and working groups relating to corporate governance and risk management and bring learnings back to the team for continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk, policy, and governance services are positively recognised as a support function within the organisation.</li> <li>• A partner-model across the two Governance &amp; Risk Officer roles is actively engaging with LMW teams and is functioning effectively.</li> <li>• Identifying and progressing opportunities for improvement to aspire to best-practice standards.</li> </ul>
<b>Customer</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Team Leader Governance</li> <li>• Manager Organisational Performance</li> <li>• General Manager Business Services &amp; Performance</li> <li>• All staff</li> <li>• Board and Committee members</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Government agencies and departments (eg DELWP)</li> <li>• Consultants and contractors engaged within LMW (eg. Auditors)</li> <li>• Industry networks and Special Interest Groups (SIGs)</li> <li>• Service providers</li> <li>• Water Corporations</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate and encourage challenging and complex discussions with stakeholders and ensure a consistent experience which will be demonstrated by feedback received.</li> <li>• Stakeholder understanding of corporate governance and the enhancements to LMW's governance systems and processes is improved as evidenced by compliance of staff adhering to new changes.</li> <li>• Best practice industry practices are identified, developed, and implemented as a part of a continuous improvement plan.</li> <li>• Appropriate and timely independent advice provided for Manager Organisational Performance, Executive, Board and Committee reporting.</li> <li>• Demonstrated support of Team Leader Governance and peers within the broader Business Services &amp; Performance Team.</li> </ul>

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Safety	<ul style="list-style-type: none"> <li>Support and develop a safety-first culture in the organisation.</li> <li>Participate in LMW safety activities and initiatives.</li> <li>Complete bi-annual Global Safety Index (GSI) survey.</li> <li>Contribute to LMW providing a safe workplace that is free of harm from all forms of bullying, harassment and discrimination.</li> <li>Reports all hazards / incidents / injuries</li> </ul>	<ul style="list-style-type: none"> <li>Safety in the workplace is a priority.</li> <li>Work behaviours promote safe work practices and respect for all staff members.</li> <li>Contribution to safety reporting and discussions within team meeting.</li> <li>Completion of mandatory safety surveys, training, and awareness.</li> <li>Achieve KPI's from the 4C safety strategy.</li> </ul>
Efficiency	<p><i>Governance</i></p> <ul style="list-style-type: none"> <li>Support, review and implement processes that enable the efficient preparation and presentation of reports to the Board, Committees, Executive and Management Teams.</li> <li>Support and contribute to the development, maintenance and review of the systems and frameworks that support continuous improvement, and the embedding of a strong governance and risk culture.</li> <li>Support the development and implementation of ongoing training and engagement with internal staff on Risk Management, policy development and good governance practices.</li> <li>Identify risks and controls to ensure the achievement of best practice quality outcomes and support a strong governance and risk culture.</li> <li>Support innovation and technology to enhance the effective management of governance, risk, and compliance activities including the management of controlled documents.</li> <li>Take ownership, maintain, and enhance the Governance Team's controlled documents.</li> </ul>	<p><i>Governance</i></p> <ul style="list-style-type: none"> <li>Reports are provided on time to the quality required.</li> <li>Effectively implements relevant Frameworks in alignment with team-work plan and seeks to continually improve the quality and effectiveness of systems that relate to governance and risk within the organisation.</li> <li>An annual training schedule and correlating material/guidelines is developed and implemented across the organisation.</li> <li>Contribution is made to assessing, evaluating, and implementing new technology that supports the effective management of governance, risk, and compliance activities.</li> <li>Duties and tasks are undertaken accurately and in a timely and responsive manner.</li> </ul>

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	<p><i>Risk</i></p> <ul style="list-style-type: none"> <li>• Assist in the identification and assessment of new or changing risks through engagement with the business to monitor key risk indicators.</li> <li>• Facilitate and educate staff regarding risk identification, analysis, and evaluation processes to produce reports and other communications regarding organisational, strategic, and corporate risks as required.</li> <li>• Coordinate and monitor risk registers with key stakeholders to ensure data is current, accurate and complete.</li> <li>• Support staff to ensure compliance with legislation and to reduce risks of breaches.</li> <li>• Support the annual review of the Risk Management Framework and associated documents to ensure they align to mandatory requirements.</li> <li>• Assist in the Attestation process (both internal and external).</li> </ul> <p><i>Policy</i></p> <ul style="list-style-type: none"> <li>• Support the development and standardisation of organisational policies, procedures, and related documentation in alignment with the Policy Framework, which reflects best practice, and meets state and national standards and legislative requirements.</li> <li>• Understand and familiarise self with LMW policies with commitment to ensuring they are implemented by self and others to foster a good governance culture.</li> <li>• Review and enhance policy management systems to improve quality and increase timely revision of controlled documents.</li> </ul>	<p><i>Risk</i></p> <ul style="list-style-type: none"> <li>• Effective working relationships with allocated partner-teams, as evidenced by up-to-date operational, strategic and corporate risk registers.</li> <li>• Staff are well informed of the requirements to access support to identify, analyse and evaluate risks and document them accordingly.</li> <li>• Risk Management artefacts are reviewed annually to ensure compliance.</li> <li>• Annual risk attestation is undertaken.</li> </ul> <p><i>Policy</i></p> <ul style="list-style-type: none"> <li>• Development and implementation of a policy, procedure, and controlled document schedule to ensure standardised policies and procedures across the organisation.</li> <li>• Staff are well informed of the requirements to manage the development and review of policies, procedures, and controlled documents.</li> <li>• Quality control processes are applied to organisation-wide policies, procedures, and controlled documentation.</li> </ul>

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<b>Capital</b>	<ul style="list-style-type: none"> <li>• Prepare status update and progress reports in accordance with business requirements.</li> <li>• Implement and monitor business systems.</li> <li>• Support the business to ensure compliance and reduce risks of legislative breaches.</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement processes are delivered to agreed organisational standards.</li> </ul>

LEVEL OF AUTHORITY
Delegation Category <b>G</b> as per the current Instrument of Delegation.
NUMBER OF REPORTS
Direct Reports: Nil Indirect Reports: Nil
SKILLS AND BACKGROUND REQUIREMENTS
<p>A demonstrated willingness to develop any required knowledge and skills.</p> <p><b>Formal qualifications:</b></p> <ul style="list-style-type: none"> <li>• Qualifications in Governance, Corporate Risk Management or Policy Development highly desirable.</li> <li>• Previous experience and practical knowledge of regulated and legislative environments.</li> </ul> <p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently, solution and results focused, self-directed and operate as part of a small team.</li> <li>• Ability to deliver multiple initiatives/projects simultaneously and autonomously with a sense of urgency.</li> <li>• A high level of written, oral communication and negotiation skills, and the ability to manage and work as part of a team.</li> <li>• Support other Organisational Performance team members with any Governance, Risk or Compliance activities as required.</li> </ul> <p><b>Customer:</b></p> <ul style="list-style-type: none"> <li>• Ability to influence and motivate others to accomplish an objective.</li> <li>• Customer service orientation.</li> <li>• Excellent interpersonal skills with the ability to build strong relationships with key stakeholders.</li> <li>• Experience in managing stakeholders and building positive relationships with internal and external providers.</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience and understanding of a safety-first culture.</li> </ul>

**Efficiency:**

- Ensure compliance with and adherence to all legislative requirements and business practices at all times.
- Demonstrated ability to work in a team environment, coordinate and participate in activities and support and assist in leading all team members.
- Demonstrated ability to work independently and take ownership to resolve factors that may influence the delivery of service in a timely and accurate manner.
- Highly developed written and verbal communication skills with the ability to proofread documents for quality and attention to detail.
- Ability to manage timelines, set priorities, plan and organise workload to meet specific timeframes and allocated tasks within a changing workplace environment.
- Demonstrated ability to establish and maintain sound risk management and governance processes in a highly regulated and/or legislated context.

**Capital:**

**Compliance Requirements:**

- Driver's license.
- Compliance with criminal background checks.
- Confirmation of fitness for work.
- Proof of Vaccination in accordance with Chief Health Officer Directions and LMW's Vaccination Policy or a valid medical contraindication.

**SIGNATURES:** We certify that the content of this position description is accurate:

Position holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: