

# Position Description



## Position Details

<b>Position Title</b>	Governance Officer
<b>Employment type</b>	Permanent
<b>Pay Band</b>	Band 3
<b>Location</b>	Mildura
<b>Direct Reports</b>	Nil
<b>Reports to</b>	Team Leader Corporate Services
<b>Delegated Authority</b>	G

## Organisational Context

Lower Murray Water (LMW) is a large regional organisation servicing diverse communities across the region, stretching from Kerang to the South Australian border. A unique organisation, LMW operates both urban and rural water and sewerage businesses which support domestic and commercial customers from households through to large-scale irrigation operations. As a leader within the region, LMW has established itself as a major contributor to enhancing regional prosperity, directly impacting social, environmental, and economic benefits.

We operate within a dynamic industry with significant challenges requiring an innovative, integrated, and strategic approach and our vision is to provide a healthy, sustainable water future underpinned by our culture of performance excellence and a close partnership with our employees, customers, and communities.

## Our Values

LMW's Values have been developed by our people and set the guidelines of how we will behave in the workplace.

**Deliver** – We strive to deliver the best service to our community and ensure they have secure and reliable water and waste management services.

**Grow** – We strive to continuously develop, learn, and grow both individually and as an organisation.

**Respect** – We celebrate uniqueness and provide an inclusive culture for all.

**Collaborate** – We are a collaborative workplace that provides a supportive, friendly working environment.

**Safe Work Done Well** – We promote a Safety culture which prioritises physical and mental health and wellbeing.

## Position Summary

Sitting within the Corporate Services department, the Governance Officer is an integral part of the Corporate Services Team. The role facilitates the effective embedding of Lower Murray Water's policy, compliance, and governance frameworks, ensuring they are integrated across the organisation, providing assurance to the Board and the Executive Team.

The Governance Officer supports the Team Leader Corporate Service in delivering high-quality governance advice and assistance to key stakeholders, ensuring that the appropriate corporate reporting, governance systems and processes are in place to meet legislative and regulatory compliance, while fostering a culture of good governance across the organisation.

## Key Responsibilities

The Governance Officer is responsible for:

1. Complying with all applicable occupational and safety (OH&S) laws, regulations and policies, as well as environmental protection laws and policies.
2. Providing a high level of support to all staff, including the Board, Board Sub-Committees and Executive Leadership in governance, policy management, and corporate reporting.
3. Assisting with the development, implementation and monitoring of Lower Murray Water's governance systems including governance, policy, and compliance management frameworks.
4. Identifying and progressing opportunities for improvement that move the organisation toward governance best-practice standards.
5. Embedding a strong governance culture across the organisation by enhancing systems, delivering education, and building organisation capacity.
6. Supporting the Team Leader Corporate Services with corporate reporting requirements of Lower Murray Water including but not limited to Annual Report, Corporate Plan, Attestation, and other performance reporting.

## Key Behaviours

**Professionalism:** Maintaining a positive attitude, being punctual and reliable, showing empathy and understanding in our interactions and respectful, and following workplace policies and procedures.

**Integrity and honesty:** Being open and transparent when making decisions, giving honest and supported advice, exercising power in a fair and reasonable way and addressing unacceptable behaviours in the workplace

**Collaboration and cooperation:** Actively participating in teamwork, sharing ideas and working together towards shared goals and objectives.

**Inclusivity and diversity:** Valuing and respecting diversity, treating everyone with fairness and equality, promoting an inclusive and welcoming environment.

**Coaching others:** assist, challenge and encourage others by sharing knowledge, skills and/or experience to help individuals improve performance and achieve goals

## Skills and Experience

- Post-secondary or tertiary studies in business administration, risk management and/or several years' experience in government administration and/or risk management.
- Previous experience and practical knowledge of regulated and legislative environments.
- High level of written and oral communication skills, with strong attention to detail.
- Ability to work independently and as part of a team, with a strong focus on solutions and results.
- Demonstrated capacity to take ownership and resolve issues that may impact service delivery in a timely and accurate manner.
- Ability to manage timelines, set priorities, plan, and organise own workload to meet set timeframes and allocated tasks within a changing workplace environment.
- Excellent interpersonal skills with the experience in building strong relationships with internal and external customers and providers, and the ability to influence, motivate and negotiate with others.

## Compliance Requirements

Driver's License

Criminal background check

Confirmation of fitness for work

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

Position Holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: