



## POSITION DESCRIPTION

# Executive Manager Governance and Workplace

### 1. POSITION IDENTIFICATION

**Title:** Executive Manager Governance and Workplace  
**Classification:** Negotiated Contract  
**Status:** Permanent, Full-Time  
**Section:** GOVERNANCE & WORKPLACE

### 2. POSITION OBJECTIVES

The Executive Manager Governance and Workplace is responsible for leading the council's governance, compliance, and workplace functions to ensure the organisation operates effectively, ethically, and in line with legislative requirements.

The role supports the Chief Executive Officer, elected members, and senior leaders by providing clear advice, practical frameworks, and sound processes that enable good decision-making and a positive workplace culture. As part of the Executive Leadership Team, the position contributes to organisational planning and improvement, helping the council build a capable workforce and maintain strong governance practices.

The Executive Manager works collaboratively across the organisation to strengthen accountability, manage risk, and support a safe, inclusive, and well-functioning workplace that enables the delivery of quality services to the community

### 3. POSITION REQUIREMENTS – SELECTION CRITERIA

Qualifications	Essential	Desirable
Qualification in a Governance/Compliance related field	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Qualification in Human Resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current 'C' class drivers licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
National Police Clearance certificate (less than 3 months).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience & Knowledge	Essential	Desirable
2-5 years of experience in a governance or legal environment, preferably within local government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in implementing governance frameworks, managing compliance and overseeing Council meeting protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Proven ability to liaise effectively with Council members, the executive team and external stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skilled in resource management, budgeting and strategic planning to support the effective operation of the business unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated leadership ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in organizational planning, reporting and performance accountability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated knowledge of current relevant Local Government legislative and statutory requirements and/or contemporary governance principles and standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working knowledge of Human Resources, Industrial Relation and Workplace Health and Safety processes and practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills & Attributes	Essential	Desirable
Demonstrated capabilities to enable others by building relationships founded on trust and develop and motivate a cohesive team towards the achievement of common goals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High level verbal and written communication skills including excellent negotiation, conflict resolution, and problem solving skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leadership and people management skills including the ability to influence outcomes, lead by example and make well informed decisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resource management skills including physical and financial resources, budgets and other assets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrates a high level of expertise in aligning safety procedures with the broader safety framework. Leads safety compliance efforts by reviewing, auditing workplace safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### 4. KEY DUTIES & RESPONSIBILITIES

- Oversee the Office of the CEO to ensure effective delivery of governance, compliance, Council support services and communications, including the coordination of Council and Committee meetings, agendas and minutes, and the preparation of governance and compliance reports such as the compliance audit return and complaints report.
- Provide practical governance and compliance advice across the organisation as required.
- Oversee and provide advice on the preparation, maintenance and review of statutory registers, confidential and sensitive documents, and the Council Annual Report.
- Support the delivery of strategic projects, undertake research, and provide assistance to the CEO as directed.
- Oversee regular reviews of Council registers, delegations, policies, procedures and systems.
- Work collaboratively across the organisation to implement new or revised policies, procedures and systems arising from legislative changes or internal and external reviews.
- Respond to internal and external enquiries relating to governance, compliance, Ombudsman matters and Freedom of Information requests.

- Manage the delivery of governance services for the Shire, including responsibility for the conduct of local government elections.
- Act at all times with accountability and ethical decision-making, in line with the Shire of Coolgardie's Code of Conduct, values, policies, procedures and organisational objectives.
- Manage the effective delivery of human resource services, including recruitment, selection and retention, employee induction and training, industrial and employee relations, performance management and organisational development.
- Manage the Shire's tender processes and ensure tender documentation is maintained in accordance with legislative and policy requirements.
- Provide guidance and support to officers in the procurement of goods and services, including tenders, in accordance with the Local Government Act 1995 and associated regulations.
- Manage the Shire's electronic records and information management systems.
- Manage the Shire's housing portfolio, including allocation and maintenance.

Role Specific Competencies	Required Level
Problem Solving	Solves problems at a strategic or department level. Solutions developed may have wide ranging effects, acting at all times in accordance with management, directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	Interpret and apply external policy or legislative requirements and develop practices to support requirements across multiple work areas.
Supervision Skills	Control and coordinate a section, department or significant work area using leadership, evaluation, and monitoring skills. Lead and motivate employees in different teams or locations.
Conflict Resolution	Able to identify potential conflict ahead of time and put strategies in place to prevent conflict occurring between stakeholders, or to resolve conflict where there is little common ground.
Report Writing	Provide expert advice, decision making, and oversight of reports produced in the work area.
Administration Skills	Advanced knowledge of software and office systems. Able to train and coach others in the use of systems, including outside of the immediate work area.
Policy and Procedure Development	Have substantial influence on policy development for policy which impacts the community, organization, business, or other stakeholders within the region.



## 5. GENERAL ACCOUNTABILITIES OF THE POSITION

### Workplace Health & Safety (WHS)

- You must take reasonable care of your health and safety.
- You must take reasonable care that your acts or failure to act does not negatively affect the health and safety of others.
- You must comply, so far as you can, with any reasonable instruction by the CEO to allow them to comply with the WHS Act.
- You must cooperate with any reasonable policy or procedure of the Shire relating to health and safety at the workplace that you have been advised of.
- You must comply with personal protective equipment (PPE) requirements, including the proper wear, fit, use and care of all PPE as required and advised by the CEO through your manager or supervisor.
- You must identify and report all hazards within the workplace and comply with any requests for further information and reasonable requests to assist in controlling hazards where safe to do so.
- You must report all incidents, including near misses, and comply with requests for further information.
- You must not disturb an incident scene unless instructed by an authorised person.
- You must assist with any incident investigation where a reasonable request is made and help control hazards where safe.
- You must be aware of and follow the Shire's Code of Conduct and not cause or intend to cause mental or physical harm to any person, being mindful that social interactions can impact a person's mental and physical well-being (psychosocial).

## 6. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Chief Executive Officer

**Internal liaison:** Chief Executive Office  
Executive Managers  
Other Shire Employees  
Elected Members

**External liaison:** Contractors  
Ratepayers  
Government Department  
Members of the Public



## 7. EXTENT OF AUTHORITY

Operates under the limited direction of the Chief Executive Officer within the established guidelines, procedures, and policies of the Shire, as well as the statutory provisions of various Acts and other legislation, while taking full responsibility for divisional operations and outcomes.

## 8. AGREEMENT

The details contained in this document are an accurate statement of duties, responsibilities, and other requirements of the position.

**As the Employee, I have reviewed and accept the statement of duties in this Position Description.**

Employee Name	Signature	Date

**As the CEO, I have reviewed and confirm this is a current, correct and relevant document.**

Chief Executive Officer	Signature	Date

**UPDATED : January 2026**

**APPROVED BY : Chief Executive Officer**