

Goulburn-Murray Water Position Description

Manager Governance – Position Number BAF104

Role Purpose: The Manager Governance: <ul style="list-style-type: none"> Will provide company secretarial and administrative advice and services to the Board and associated board Committees to ensure that the Board's statutory obligations are met Will lead a small team of people to manage the corporate audit function and board administration Will develop, implement and co-ordinate the Water Use Compliance and Enforcement Strategy Is a member of the Senior Leadership Team to enable the realisation of our strategic framework in support of our vision of delivering for our region and our future. 	
Reports to (title)	General Manager Business and Finance with a dual reporting line to the Board and authorised accountability to have direct contact with the Chairman, the Managing Director and the Board.
Classification / Band	Executive SES-1
Allowances	- GMW vehicle (pool car access) - GMW mobile phone
Employment Status	Executive Contract – Fixed term – Full time
Location	Tatura
Position Contact	Michael Gomez - General Manager Business and Finance - (03) 5826 3580
Key skills, Qualifications & Experience required	<p><u>Mandatory</u></p> <ul style="list-style-type: none"> Company Secretary qualification from the Governance Institute Significant depth of Corporate Governance and either legal/compliance or risk experience. <p><u>Key Skills and Experience</u></p> <ul style="list-style-type: none"> Significant depth of Corporate Governance and either legal/compliance or risk experience Understanding of Boards' obligations and probity requirements under the Water Act Comprehensive understanding of the regulatory and commercial aspects of a not for profit regulated business Excellent influencing and leadership skills. Resilient and capable of managing ambiguity Demonstrated ability to think strategically, to identify emerging issues, problem solve and apply creative solutions.
Other Requirements	Proof of Covid-19 vaccination status Police check (mandatory) Australian drivers licence (mandatory) Australian Working Rights (mandatory for all roles)
Approver/Approval Date	Charmaine Quick - Managing Director - April 2022

Key Result Areas	Key Responsibilities	KPIs
Corporate Secretary and Board support	<ul style="list-style-type: none"> Provide a centre of expertise for all matters relating to the support of the Board and Corporate Secretary functions Liaise with the Chairman and board members Lead, coach and develop others on all matters relating to the Corporate Secretary activities and the Board to ensure ongoing delivery of agreed outcomes Identify and develop any area for improvement that will lead to increased efficiency and customer service levels Development of strong working relationships with General Managers and the Senior Leadership team, and assisting as needed with Board submissions Participating as an effective member of the businesses senior leadership team and contributing to corporate direction and purpose Review of Board papers and ensuring they are of highest quality and fit for distribution to the Board and Committees Provide company secretarial and administrative support for Board and associated Board Committees, including preparation of agendas, reports and minutes that facilitate effective decision making 	<ul style="list-style-type: none"> Feedback from Board and Managing Director Board and Committee Papers distributed 1 week prior to meetings. Minutes to Board and Committee meetings finalised 1 week from meetings.

	<ul style="list-style-type: none"> Facilitate induction and professional development of Directors Prepare associated documentation in regard to Corporate Governance issues, including providing advice and assistance to the Board. 	
Governance	<ul style="list-style-type: none"> Manage the internal audit program including reporting to the Risk, Audit and Finance Committee Develop and maintain effective organisational delegations and a framework for the development of policies and procedures Develop and review policies and procedures relevant to the key responsibilities of the role e.g. Conflict of Interest, Declaration of Private Interests, Gifts, Benefits & Hospitality, delegations Carry out Corporate Investigations as requested by the Chairman or the Managing Director Oversee GMW's Protected Disclosure framework. 	<ul style="list-style-type: none"> Feedback from Board and Managing Director Up to date policies and Procedures.
Water Compliance	<ul style="list-style-type: none"> Lead a cross functional team responsible for implementation of the Water Compliance Strategy Development and continuous improvement of the Water Compliance Strategy and Framework Internal and external reporting on Water Compliance. 	<ul style="list-style-type: none"> Implementation of the Water Use Compliance Strategy
Inspire, lead and develop a diverse group of people	<ul style="list-style-type: none"> Establish and support an open and honest working environment for employees fostering collaboration and team-work Identify and develop leaders at all levels of the business Promote safety and wellbeing for all employees Role model GMW leadership capabilities and values. 	<ul style="list-style-type: none"> 360 degree feedback
Drive exceptional performance	<ul style="list-style-type: none"> Drive the achievement of results Effectively lead and manage organisational change Foster a high performance culture by setting clear goals, holding people accountable and managing performance. 	<ul style="list-style-type: none"> Business results
Manage external and internal relationships	<ul style="list-style-type: none"> Influence multiple and diverse stakeholders, internal and external to the business to ensure the reputation of the business is enhanced Develop collaborative and trusting relationships with all stakeholders to understand business needs, influence and drive corporate initiatives Manage relationships with management and the Board to ensure the highest levels of corporate governance and compliance Manage relationships with contracted service providers. 	<ul style="list-style-type: none"> Stakeholder feedback

Note: Other duties and responsibilities may be required as reasonably directed

Mandatory Key Result Areas for all GMW positions

Safety	<ul style="list-style-type: none"> Comply with all GMW OH&S standards (policies and procedures) Contribute to the continuous improvement of the HSE systems by consulting with workers and passing on recommendations to change the system to the HSE Team. 	<ul style="list-style-type: none"> Investigate and close out incident and hazard reports on time Number of corrections from findings in workplace inspections Number of actions to correct findings from internal audits Number of mandatory training courses completed by your staff Number of safety meetings conducted Number of actions completed arising from the meetings.
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Policies	<ul style="list-style-type: none"> • Adhere to GMW policies and procedures • Stay up-to-date on all GMW policies • Ensure all GMW policies are promulgated and adhered to • Advise on potential changes to policies as required by local conditions • Ensure all policies are communicated to, and understood by, the team. 	<ul style="list-style-type: none"> • Audit results (internal) • Numbers of issues escalated through team not adhering to policies.
Key Relationships All GMW employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.		
Internal		External
<ul style="list-style-type: none"> • GMW Board, including Managing Director • GMW Executive Leadership team • GMW Senior Leadership Team • All GMW employees 	<ul style="list-style-type: none"> • DELWP • Minister's Office • Victorian Ombudsman 	

Behaviours and Values

All employees are required to demonstrate GMW's values through their work and their dealings with internal and external customers. Behaviours must also align with the values and with GMW's strategic outcomes below:

Safe, Skilled, engaged people

Contribute to a safe, inspiring and diverse workplace where learning is encouraged and your team feels supported. You openly demonstrate the vision and values of GMW through your own behaviours.

Satisfied customers, trusting partners

Exhibit at all times a customer-first attitude and you are focused on delivering outcomes that meet the needs of our customers, stakeholders and communities. You deliver solutions in response to customer and operational issues.

Sustainable business, viable customers

Take ownership for delivering affordable and sustainable water services through the decisions you make every day and take responsibility for ensuring ongoing business efficiency. You operate with a sense of urgency at all times and you consistently prioritise your work to meet the ongoing, and sometimes changing, needs of our business.

Water security and other water values are recognised

Comprehend the regulatory framework under which we operate and the importance of meeting our obligations. You understand the role that water plays in the sustainability of our region and actively seek out opportunities that will secure water for our future.

Innovation, data and technology driven services

Uphold the integrity of all GMW processes and systems by contributing to a continuous improvement lifecycle. You ensure that all decisions are informed by accurate and complete data & information.



Excellence



Honesty



Accountability



Courage



Caring