

COORDINATOR GOVERNANCE AND COMPLIANCE – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland’s land and waters. We pay our respects to their Elders both past, present and future leaders.

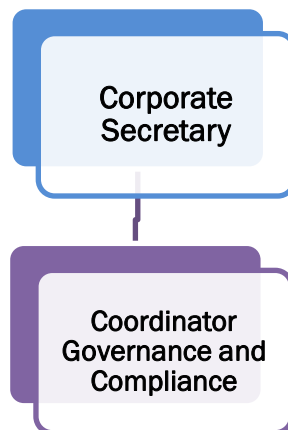
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Coordinator, Governance and Compliance	Effective Date:	September 2024
Department:	Office of Managing Director	Job Location:	Bairnsdale Office
Reports To:	Corporate Secretary	Supervises:	Nil
External Contacts:	Wide range of high-level contact with agencies, other water corporations, suppliers, customers and community groups.		
FTE Classification:	1.0	Position Number:	SA-2-0006
Prepared By:	People, Safety and Culture; Corporate Secretary	Approved By:	General Manager People, Safety & Culture

ORGANISATIONAL CHART



ABOUT THE ROLE

The Coordinator Governance and Compliance will support the development and implementation of governance, risk and compliance policies, processes and procedures and is instrumental in ensuring that governance operations are effective and efficient.

WHAT YOU WILL BE DOING

Governance Support	<ul style="list-style-type: none"> • Provide administrative support, including minute-taking for Board and Committee meetings as required. • Monitor and assist with updating the Corporation's governance systems and processes including policy and procedure writing and coordination • Assist with tracking compliance with legal, regulatory, and statutory reporting requirements. • Prepare and format reports for the Board papers from a variety of source materials within the requested timeframes.
Risk Management and Compliance	<ul style="list-style-type: none"> • Collaborating with internal and external stakeholders to continually improve the enterprise risk management framework, particularly the enterprise risk register. • Assist in developing, implementing, and enhancing the organisation's risk and compliance management system and reporting processes. • Coordinate the annual internal audit and compliance program utilising the enterprise audit and compliance software modules
Administrative Support	<ul style="list-style-type: none"> • Draft and format correspondence when requested. • Manage bookings for conferences, forums, and workshops on behalf of the Board of Directors. • Organise travel bookings and itineraries for Board Members, including public transport and airfares. • Carry out other tasks and duties as required.
Teamwork	<ul style="list-style-type: none"> • Share information with team members to assist them to understand and manage uncertainty and change as required. • Communicate effectively between the team and other sections of EGW. • Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the team.
Culture, Values & Behaviours	<ul style="list-style-type: none"> • Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. • Assist in fostering a supportive and cooperative environment that acknowledges the importance of collaboration. • Support a workplace culture that enables diversity, fair and inclusive practices. • Represent EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	<ul style="list-style-type: none"> • Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work. • Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. • Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
Records Management	<ul style="list-style-type: none"> • Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system.

	<ul style="list-style-type: none"> • Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers.
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SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Demonstrated knowledge and skill in the application of corporate governance and compliance • Knowledge of the Victorian Government Risk Management Framework and AS ISO 31000:2018 • Ability to use relevant computer applications, including Microsoft Office and internal computer programs. 	<ul style="list-style-type: none"> • Experience in risk management, compliance, and governance (GRC), and the willingness and capability to continuously build knowledge and skills in these areas. • Experience using ERM software is highly desirable.

LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Ability to react to situations in a decisive and effective manner applying recognised procedures and guidelines. • Ability to confidently communicate, consult and negotiate with industry, individuals, and groups from various professions and backgrounds. • Ability to recognise when managers, stakeholders or staff should be consulted regarding proposed decisions and actions. • Ability to develop, prepare and implement projects, systems and programs within area of expertise and position scope to minimise the exposure to risk of EGW, its people, assets and the community. 	<ul style="list-style-type: none"> • Capability to work independently, manage multiple priorities, and collaborate effectively within a small team. • Ability to facilitate change.

INTERPERSONAL SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> Ability to gain co-operation and assistance from and communicate effectively with customers, contractors, government agencies and regulatory authorities, and other staff and counterparts in other organisations. A high level of verbal and written communication skills with strong attention to detail, specifically proofreading and editing business documents, including the preparation of correspondence and reports on technical and related matters. Demonstrated ability to work in a team environment and provide motivation and leadership. The employee will act as a role model to other staff. 	<ul style="list-style-type: none"> Ability to professionally engage with executives and director.

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> Compulsory trainings throughout course of employment 	<ul style="list-style-type: none"> A relevant tertiary qualification in governance, law, business, or a related field. Demonstrated experience in general risk management and compliance with regulatory requirements.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> 3-5 years' experience in a governance or compliance role, preferably within the public sector or a regulated industry. 	<ul style="list-style-type: none"> Water industry experience. Commitment to professional learning and growth.

KEY SELECTION CRITERIA

1. Demonstrated experience in governance and compliance management with regulatory requirements.
2. Advanced interpersonal skills, coupled with excellent verbal and written communication abilities, ensure effective collaboration with individuals at all levels within and outside East Gippsland Water.
3. Reasonable understanding and experience of Enterprise Risk Management (ERM) and Governance systems and processes.
4. Strong time management skills with the ability to meet deadlines and manage competing priorities.

COORDINATOR GOVERNANCE AND COMPLIANCE

5. Experience in dealing with sensitive information and maintaining strict confidentiality.
6. A positive attitude towards personal development including being accountable, innovative, passionate and united to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](#).