A Connected, high-performing organisation that puts community and our people first, delivers quality services and enables a thriving and sustainable Parkes Shire.

Parkes Shire Council

Position Description
Manager Governance, Risk and Corporate Performance

Updated: November 2026

Position Details	
Position No:	500 469
Department	Customer, Corporate Services and Economy
Employment Status:	Permanent Full Time
Reporting to:	Director Customer, Corporate Services and Economy
Direct Reports:	4-6
Indirect Reports:	0
Financial Delegation	Up to $100,000
Band/Level	Professional/Specialist Band 3, Level 3
Grade:	Grade 17
Allowances	Nil.

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

The Manager Governance, Risk and Corporate Performance leads Council's governance, risk, assurance, corporate planning and organisational performance functions. The position is responsible for ensuring effective governance frameworks, enterprise risk management, legislative compliance, strategic planning, organisational performance reporting and continuous improvement practices are embedded across Council.

The role provides high-level strategic advice to Council, the Executive Leadership Team and the Audit, Risk and Improvement Committee (ARIC), enabling informed decision-making, effective risk oversight, organisational accountability and achievement of Council's strategic objectives. The position leads a multidisciplinary team, to strengthen Council's governance maturity, organisational performance and service excellence.

Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Key Accountabilities

Position Accountabilities

1. Lead and continuously improve Council's governance framework, including governance systems, policies, delegations, legislative compliance obligations, Council and Committee governance, and Councillor support programs.
2. Lead Council's assurance and integrity frameworks, including Internal Audit, the Audit, Risk and Improvement Committee (ARIC), Fraud and Corruption Control, audit recommendations and organisational improvement initiatives.
3. Provide strategic oversight of Council's Enterprise Risk Management Framework, Business Continuity Program and risk governance arrangements, ensuring risk, resilience and assurance activities are effectively coordinated, monitored and aligned to organisational objectives.
4. Lead the delivery and continuous improvement of Council's Integrated Planning and Reporting (IP&R) Framework, ensuring compliance with statutory planning, reporting and accountability requirements.
5. Lead organisational performance, business excellence and continuous improvement initiatives that support evidence-based decision-making, service delivery effectiveness, customer outcomes and achievement of strategic objectives.
6. Provide strategic oversight of Council's procurement, contract management and insurance frameworks, ensuring compliance, probity, value for money and better-practice outcomes.
7. Provide strategic leadership and professional support to the Governance, Risk and Corporate Performance team, fostering a culture of accountability, continuous improvement, organisational resilience and high performance.
8. Undertake other duties as required by Parkes Shire Council, within the scope of the incumbent's capabilities, knowledge, and experience.

Management Accountabilities

- Champion Council's vision and the organisation's mission, modelling behaviours which support and align with Council's values.
- Ensure the effective and efficient operation of the Branch and monitor performance to ensure it meets operational and Budget allocation requirements.
- Maintain and enhance relevant internal controls, policies and procedures to ensure legislative and organisational compliance and promote better practice.
- Build, promote and sustain a culture within the Branch that enables effective teamwork, collaboration and continuous improvement.
- Regularly appraise staff performance and provide constructive feedback and ensure ongoing development in accordance with Council's performance review system.
- Ensure staff are suitably trained and establish a training and development plan for staff with an emphasis on succession planning.
- Actively contribute to the development, implementation and performance monitoring of Council's Integrated Planning and Reporting (IP&R) framework.

- Implement projects, programs and activities assigned to the Branch in the annual Operational Plan, subject to the allocated Budget.
- Provide timely and professional advice and reports to the Council, Council Committees, ARIC and the Executive Leadership Team on projects, programs and activities assigned to the Branch.
- Provide full reports to Council, Council Committees, ARIC and the Executive Leadership Team in a timely manner, ensuring reports are presented in a neutral framework with full disclosure of all relevant material and implications, including an evidence-based recommendation.

Corporate Accountabilities

- Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
- Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
- Undertake training and attend professional development opportunities, if and as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act.*
- Identify, assess and treat risk relevant to the position.
- Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
- Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.

Position Requirements

Essential

1. Tertiary qualifications in Business, Governance, Law, Public Administration, Risk Management or related discipline.
2. Extensive experience leading governance, risk, compliance, assurance, corporate planning, organisational performance or related functions within a complex organisational environment.
3. Demonstrated experience leading multidisciplinary teams and managing people, performance, projects, budgets, contracts, organisational change and continuous improvement initiatives.
4. Demonstrated expertise in enterprise risk management, internal audit, business continuity, governance, compliance or assurance frameworks, and the ability to apply these within an organisational context.
5. Demonstrated ability to interpret and apply legislation, policies and regulatory requirements, and provide sound strategic advice and recommendations.
6. Highly developed verbal and written communication skills, including the ability to build relationships, influence and negotiate outcomes, resolve complex issues, and prepare high-quality reports, submissions, policies and corporate documents.

7. Advanced technology and information management skills, including proficiency in Microsoft 365 and the ability to utilise technology to support governance, reporting, risk management and organisational performance.
8. Current and maintained NSW Driver's Licence.

Desirable

1. Postgraduate qualification/s in Business Administration, Management, Leadership or related discipline.
2. Accreditation or membership with the Governance Institute of Australia (GIA), Risk Management Institute of Australasia (RMIA), Institute of Internal Auditors (IIA) or a related professional body.
3. Experience working within NSW Local Government or a similarly regulated public sector environment.
4. Knowledge of the role, functions and responsibilities of Local Government.

Key Relationships

Who	Why
Internal	
Director Customer, Corporate Services and Economy	• Receive guidance and report on progress towards corporate objectives. • Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Reporting Staff	• Develop work plans and review progress, provide direction and manage performance and productivity • Identify training and development needs. • Resolve and provide solutions to issues.
Mayor, Councillors, General Manager and Executive Leadership Team	• Provide expert governance, risk, assurance and corporate performance advice.
Council Staff	• Provide expert advice on a range of Governance, Risk and Corporate Performance-related issues and strategies. • Manage expectations and resolve issues.
External	
Government Departments and Agencies	• Provide expert advice on a range of Governance, Risk and Corporate Performance-related issues and strategies. • Develop and maintain effective and collaborative working relationships.
CivicRisk Mutual	• Liaise with in relation to insurance renewals, claims and incidents, and improvement activities. • Optimise engagement to achieve defined outcomes.
NSW Ombudsman	• Engage with respect to complaint referrals and legislative compliance requirements.

Document Set ID: 1771218
Version: 4, Version Date: 24/11/2026

Who	Why
Consultants and Contractors	• Engage, manage and monitor progress as required.
Customers	• Manage expectations and resolve issues.

Capability Framework

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

Capability Group	Capability Name	Level
Personal Attributes 	Manage Self	Advanced
	Display Resilience and Courage	Adept
	Act with Integrity	**Advanced**
	Demonstrate Accountability	Advanced
Relationships 	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	**Advanced**
Results 	**Plan and Prioritise**	**Advanced**
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
Resources 	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	**Adept**
	Procurement and Contracts	Intermediate
Workforce Leadership 	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	**Advanced**

Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name: ……..

Signature: ……..

Date: ……/ ……/ ……

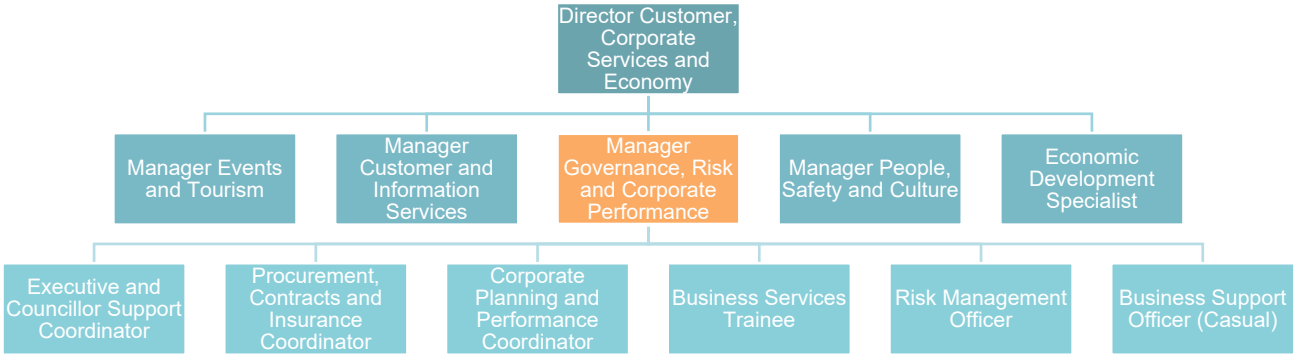
Document Set ID: 1771218
Version: 4, Version Date: 24/11/2026

ANNEXURE A - Work Health and Safety (WHS) Responsibilities

Managers	
Are responsible for implementing and monitoring WHS within their area of responsibility, duties include:	
Responsibility	**Performance Measure**
1. Ensure all reasonable steps are taken to implement Council's WHS policy and procedures to meet WHS legislative requirements.	• WHS resourcing is evident in department/area budgets in line with planned actions from the WHS risk register for the area, and strategic planning objectives. • WHS training is identified in annual performance reviews, and review of the WHS risk register, and communicated to HR for scheduling. • WHS policies and procedures are accessible to all workers. • Provide support to Supervisors to implement and uphold WHS policies and procedures on a daily basis. • Requests, complaints and issues are addressed following the WHS issue resolution process in a timely manner. • Contribute to employee induction and ensure all employees are inducted and periodically re-inducted. • Develop and implement Site Specific Safety Management Plans as required.
2. Personal commitment to workplace health and safety	• Compliance with WHS policy and procedure is personally demonstrated daily. • Participation in formal and informal discussions; workplace visits and incident investigations. • Develop relationships with HSRs within your area of responsibility. • Evidence of attendance at WHS meetings and professional development activities as required.
3. Provide timely, up to date, relevant WHS information to all workers in area of responsibility.	• Lead and document periodic department/area/team meetings with WHS as a standard agenda item. • Ensure changes in WHS policies, procedures and work instructions are clearly documented and communicated and explained to all workers in a timely manner. • Support workers in attending and participating in WHS training and WHS meetings. • Distribute industry relevant WHS information as it comes to hand. • Ensure structured job specific induction training is provided to new employees and scheduled at least every two years as a refresher, documented and records sent to HR.
4. Monitor the implementation of the WHSMS in your area of responsibility	• In consultation with workers, annually review the department's/area's WHS risk register, update and produce corrective actions.

	• Coordinate the review and update of SWMSs and SOPs in-line with changes to the WHS risk register annually. • Review all incident investigation reports and implement improvement action. • Ensure incident notification process is followed by reviewing a sample of notifications each month. • Conduct at least one contractor inspection every quarter - if applicable • Conduct a project site inspection at least every month of the life of the project - if applicable • Schedule and coordinate workplace inspections in consultation with all workers and relevant HSRs for the area(s). • Conduct and document one WHS “Go See” observation of your area of responsibility every week.
5. Report on WHS performance.	• Prepare a monthly report on progress of actions from departmental/area WHS risk register and conformance with Managers WHS KPIs. • Contribute to the WHS monthly report on progress of actions from incident notifications/investigations and inspections and audits conducted.
6. Ensure safe equipment and plant is provided and maintained.	• Evidence of completed action plans and purchase requests. • Evidence of budgeting for renewal of equipment and safety supplies.
7. Assist injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.	• Evidence of attendance at meetings as required. • Evidence of signed Recover at Work plans. • Evidence of contribution to development of meaningful alternative duties as required.

ANNEXURE B - Organisation Chart



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Version: 4, Version Date: 24/11/2026