



APPLICANT PACK

# Manager Governance, Integrity and Risk

Gympie Regional Council



## CONTACT

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We respectfully acknowledge the Traditional Owners, the Gubbi Gubbi/Kabi Kabi, Butchulla and Wakka Wakka peoples as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# Position Overview

Gympie Regional Council is seeking a seasoned professional for the role of Manager Governance, Integrity, and Risk. This key leadership role is critical to ensuring the Council's compliance with governance frameworks, promoting integrity, and managing risk across all operations. You will oversee governance-related processes, risk management, disaster preparedness, and lead a multidisciplinary team.

## Key Responsibilities

The Manager Governance, Integrity, and Risk will be responsible for:

- **Governance and Integrity:** Providing expert guidance on governance, handling Councillor complaints, administrative action complaints, and ensuring compliance with legislative requirements, including Public Interest Disclosures and responses to the Crime and Corruption Commission (CCC).
- **Risk Management:** Developing and embedding an enterprise risk management framework, identifying Council's risk profile, and coordinating appropriate risk treatments.
- **Disaster Management:** Ensuring Council is prepared for disaster management events and providing oversight to the Disaster Management Centre.
- **Corporate Planning:** Coordinating corporate-wide processes, including the development of the Corporate and Operational Plans, Annual Report, and Business Continuity Plan.
- **Internal Audit and Compliance:** Managing internal audit functions and ensuring timely reporting to Council, alongside managing insurance claims and policy development.
- **Ethical Leadership:** Driving a culture of ethical behavior and transparency, providing frank and fearless advice to the CEO and Council, particularly around Councillor conduct.





# Organisational Context

This role reports to the Director Corporate Services and works closely with the Executive Leadership Team (ELT) and Councillors. You will lead a team of approximately 12 staff, including coordinators for Internal Audit and Disaster Management, while supporting key functions like document management and native title matters.

Gympie Regional Council is committed to maintaining high standards of governance, integrity, and transparency. As a key player within the Council's leadership, you will help shape policies that align with the community's expectations of accountability and ethical conduct.

## Focus Areas

- **Councillor Oversight:** A crucial part of the role is ensuring Councillors understand their roles and obligations, and act in alignment with governance standards and legal obligations during meetings and decision-making processes. The Manager also oversees the Council's CCC and OIA cases, although this is a relatively minor part of the role.
- **Risk and Integrity Leadership:** Champion integrity across the organisation, overseeing compliance with statutory requirements and promoting ethical conduct, transparency, and accountability at all levels of Council operations
- **Strategic Support:** You will be responsible for managing and streamlining Council's agenda policy framework and contributing to corporate planning, including annual reporting and tracking performance against corporate objectives.

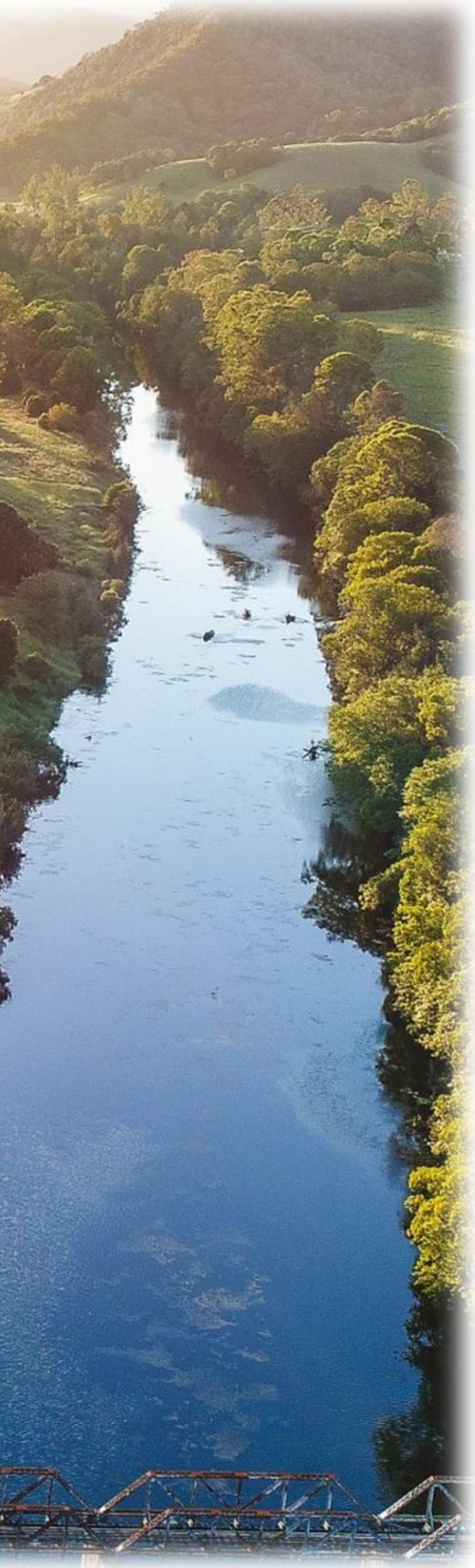


# The Ideal Candidate

The ideal candidate will have:

- **Strong Governance and Legal Expertise:** Tertiary qualifications in law or a relevant field, combined with a deep understanding of Queensland's Local Government Act and related legislation.
- **Leadership in Integrity and Risk Management:** A demonstrated track record of embedding robust governance and risk management frameworks, along with experience in disaster management protocols.
- **Ethical Leadership and Courage:** Ability to offer frank and fearless advice to senior executives and Councillors on sensitive matters, particularly around governance and Councillor conduct.
- **Collaborative Team Management:** Proven ability to lead and manage multi-disciplinary teams, fostering a positive culture and high performance.
- **Strategic Mindset:** Experience managing corporate planning, business continuity, and internal audit functions, as well as driving organisational change.





## Team and Leadership

You will lead a dedicated team, including the Coordinator of Internal Audit and the Coordinator of Disaster Management, responsible for running the Disaster Management Centre. The role will oversee corporate planning processes, ensuring that the team delivers on key governance, integrity, and risk management objectives.



## Qualifications, Skills & Attributes

- **Essential:** Tertiary qualifications in a relevant field, with at least three years of experience in governance, risk management, or a related role.
- **Desirable:** Legal qualifications and post-graduate education will be highly valued.





## Employee Benefits and Salary

The Gympie Regional Council envisions the Gympie region as the natural choice for individuals to reside, work, and engage in recreational activities. The council's overarching purpose involves dedicated service to the community and strategic planning to shape the region's future. Guided by a set of core corporate values including Accountability, Communication, Customer Service, Integrity, Teamwork, and Collaboration, the council is committed to realising its vision and fulfilling its purpose.

### Salary and Benefits:

A competitive salary package of \$165,000, plus \$18,000 car allowance and 12% superannuation, reflects the level of responsibility and influence that comes with this role. You will also have the opportunity to contribute meaningfully to the region's resilience and integrity, working within a collaborative and supportive environment.

### Additional Employee Benefits:

- a nine-day fortnight
- flexible working hours
- access to employee health and well-being programs
- Fitness Passport which allows you and your family to work out at over 25 local gyms at a subsidised rate
- access to long service leave after seven years of service
- generous superannuation scheme of up to 13 per cent
- access to salary sacrifice arrangements
- an employee assistance program offering free confidential counselling and personal coaching services for employees and their immediate family.





# About Council

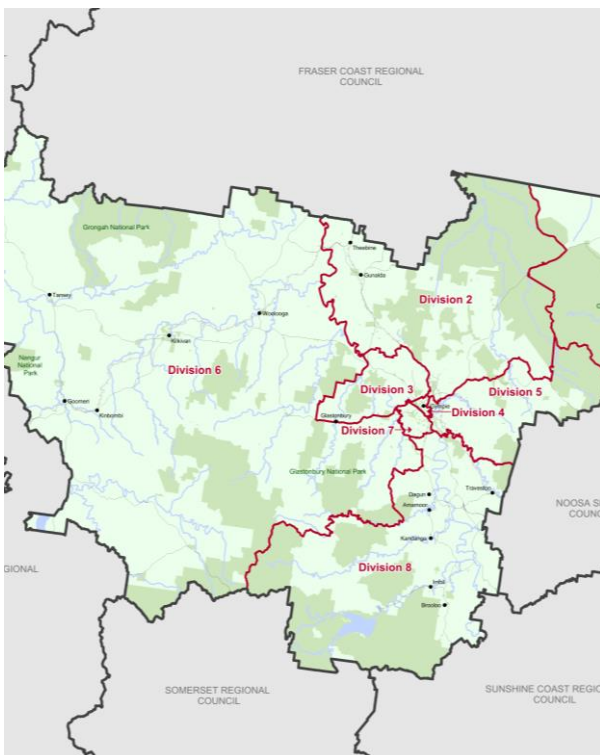
The Gympie Regional Council covers an area of 6,898 square kilometres, with over 100 parks and almost 3,000 km of roads. The council is renowned for its iconic “Mary Valley Rattler”, a heritage steam train that traverses the picturesque landscapes of the region.

The Gympie Region, spanning 6,898 sq. km with a population of around 48,000 residents, is a diverse and vibrant area in Queensland, Australia. At its heart lies Gympie, a bustling economic hub situated 160 km north of Brisbane, the State Capital, and a short 40-minute drive from the picturesque Sunshine Coast.

Beyond Gympie, the region encompasses several smaller towns and centres, such as Goomeri, Kilkivan, Woolooga, Gualda, Curra, Cooloola Cove, Tin Can Bay, Rainbow Beach, Amamoor, Kandanga, and Imbil. Gympie City stands as a robust regional centre, providing essential services and support to a wide expanse of rural properties.

The Gympie Region boasts a significant business community, comprising over 4,500 enterprises, including notable manufacturers. In the most recent data available, the region's economic vitality is evident through its estimated gross regional product, which now stands at approximately \$2.40 billion. This economic strength, coupled with its strategic location and diverse towns, underscores the Gympie Region's importance as a dynamic and integral part of Queensland's landscape.

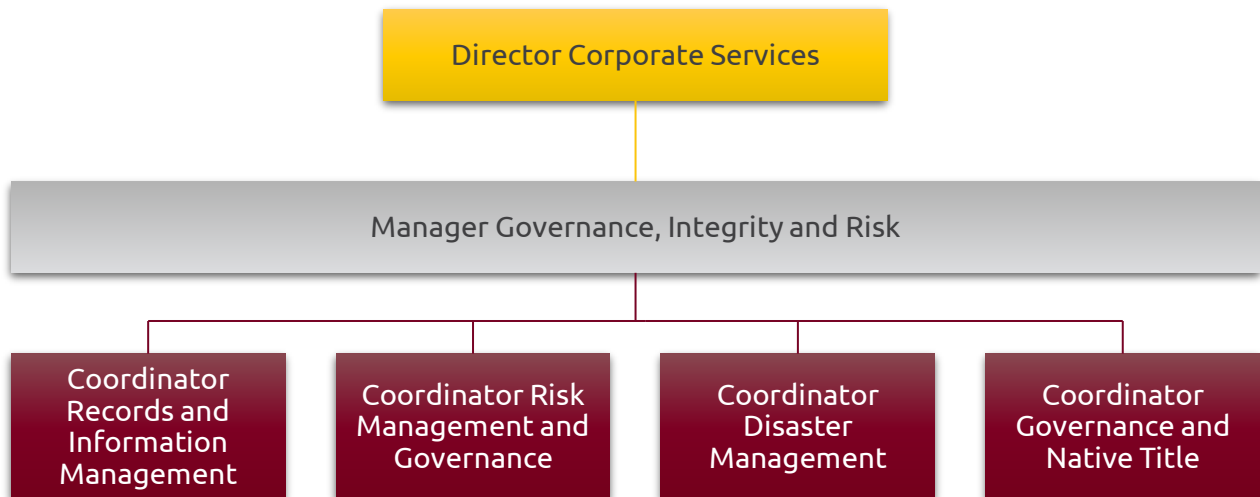
The council consists of eight councillors and a mayor.



## Links to Council Information



# Organisational Structure







# Living in the Region



## Housing

Housing in the Gympie Regional Council area is characterised by a diverse range of options that reflect the region's distinct charm and lifestyle. From quaint heritage homes that pay homage to Gympie's rich history to modern residential developments that cater to contemporary needs, the housing landscape offers something for everyone.



## Educational Facilities

The Gympie region is well-serviced by both state and private school facilities, there are approximately 30 primary and high schools throughout the region. For those wishing to further their education, there are two colleges available in Gympie; Queensland TAFE and SkillCentred Queensland with the University of the Sunshine Coast located in Sippy Downs, just 57 minutes drive south of Gympie.



## Healthcare

There are excellent medical facilities in the region including both public and private hospitals readily available including Gympie Hospital and Gympie Private Hospital. The region is home to medical centres, private health centres, dental practices and aged care facilities.



# Living in the Region



## Shopping & Dining

The Gympie Region has easily accessible shopping facilities for everyday needs and a vast array of specialty stores. The region is home to an artistic community, with studio trails, a regional art gallery and a variety of festivals and events. Fresh food and produce are available all year round in the region with many of the local dining facilities showcasing the best of the region.



## Sports & Recreation

The Gympie Regional Council area boasts several excellent sport and recreational facilities, including the Aquatic and Recreation Centre. There are many sporting clubs in the region including football, netball, soccer, rugby union and tennis to name a few. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local tracks and trails, canoeing and kayaking and National Parks.



## Getting Around

The Gympie Regional Council area is served by the Bruce Highway, the Bunya Highway, the Burnett Highway, the Wide Bay Highway and the North Coast railway line. The Sunshine Coast is a short 58-minute drive from Gympie and Brisbane is about 1 hour 30 minutes. Airports are located at Maroochydore, Maryborough and Hervey Bay.





Working for Gympie  
Regional Council



# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the criteria below

## Selection Criteria



- **Leadership in Governance and Risk Management:** Demonstrated experience in leading and managing governance, risk management, and compliance functions within a complex organisation, including the ability to develop and implement effective governance frameworks and risk management strategies.
- **Knowledge of Local Government Legislation:** Comprehensive knowledge of Queensland's Local Government Act 2009 and other relevant legislative requirements, with proven experience advising senior executives and managing corporate governance processes in a local government or similar environment.
- **Ethical and Integrity-Driven Leadership:** Proven ability to foster a culture of transparency, integrity, and ethical behaviour, offering frank and fearless advice to senior leaders and Councillors on sensitive governance and conduct matters.
- **Disaster Management and Corporate Planning Expertise:** Demonstrated experience in disaster management planning and response, along with a track record in managing corporate and operational planning, including annual reports, business continuity, and internal audit functions.
- **High-Level Communication and Team Management Skills:** Strong interpersonal, oral, and written communication skills, with experience in leading multi-disciplinary teams, managing performance, and influencing stakeholders across all levels of the organisation.



### Application Period

- Friday 13 September – Tuesday 8 October 2024



### Closing Date of Applications

- 5pm Tuesday 8 October 2024



### Initial Assessment

- Week Commencing 8 October 2024



### Council Interviews

- TBA (Week commencing 15 October 2024)

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



# What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
<b>Week 1-3</b> Application Stage	<ul style="list-style-type: none"> <li>• <b>Consultant Support:</b> Direct access to our consultants throughout the application process.</li> <li>• <b>Application Acknowledgment:</b> Prompt acknowledgement of your application.</li> </ul>
<b>Week 4</b> Initial Interviews	<ul style="list-style-type: none"> <li>• <b>Applicant Review:</b> We work closely with our clients to determine applicants that match the requirements for the role.</li> <li>• <b>Online Interviews:</b> Initial online interviews with our consultant to create a longlist of candidates.</li> <li>• <b>Feedback on your Progress:</b> If you are unsuccessful in your application, we will provide you with feedback and suggestions for other suitable roles.</li> </ul>
<b>Week 5 &amp; 6</b> Client Interviews	<ul style="list-style-type: none"> <li>• <b>Interview Preparation:</b> Assistance with interview prep, including technical setup and briefing.</li> <li>• <b>Facilitated Interviews:</b> Our consultants may assist with client interviews, either online or in-person, to provide guidance throughout the process.</li> <li>• <b>Post-Interview Feedback:</b> We gather your perceptions and provide feedback as a priority once received from the client.</li> </ul>
<b>Week 5 &amp; 6</b> Verification	<ul style="list-style-type: none"> <li>• <b>Verification Checks:</b> Our verification checks are simple, undertaken online, and sent via email for completion. These include:               <ul style="list-style-type: none"> <li>◦ Psychometric Assessments (if required)</li> <li>◦ Reference Checks</li> <li>◦ Criminal History and Right to Work (Visa) Checks</li> </ul> </li> </ul>
<b>Week 6</b> Offer & Negotiation	<ul style="list-style-type: none"> <li>• <b>Negotiation Process:</b> Transparent and mutually beneficial negotiations.</li> <li>• <b>Direct Engagement:</b> We encourage direct engagement between you and the council for contract exchange and onboarding discussions.</li> </ul>
<b>Week 6 to 8</b> Project Finalisation & Post Placement	<ul style="list-style-type: none"> <li>• <b>Final Feedback:</b> Comprehensive feedback.</li> <li>• <b>Future Opportunities:</b> If you are unsuccessful and open to further opportunities, we will identify additional roles and move you into our Talent Pool for ongoing support and exploration of suitable positions.</li> </ul>
<b>Post Placement</b>	<ul style="list-style-type: none"> <li>• <b>Regular check-in</b> calls on the first day, the second week, at the end of the first month, the third month, the sixth month and at 12 months.</li> </ul>



# Angie Simmonds

## Principal Talent Consultant



### CONTACT

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Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.





# Leading Roles

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ATTACHMENT

# Position Description



## CORPORATE INFORMATION

<b>Position Title</b>	Manager Governance, Integrity and Risk		
<b>Directorate</b>	Corporate Services	<b>Branch/Section/Unit</b>	Governance, Integrity and Risk
<b>Position Number</b>	1598	<b>Level</b>	Contract
<b>Non Award</b>	Common Law Contract/Queensland Employment Standards		
<b>Line Manager</b>	Director Corporate Services		
<b>Direct reports</b>	Staff from the following functions: Records and Information Management Risk Management and Governance Governance Support and Native Title Disaster Management		
<b>Indirect Reports</b>	Approx 8		

## SCOPE OF POSITION

This role provides oversight for a range of functions, and as such is responsible and accountable for the leadership, management, and balance of both strategic and operational delivery. This role reports to the Director Corporate Services and must demonstrate behaviours that are in alignment with Council values and transparency in the way work is performed and delivered.

## Position Summary

Provide a high level of support to the Executive Leadership Team and Councillors on governance related matters, including managing Administrative Action Complaints, Public Interest Disclosures (external), Councillor complaints, right to information and information privacy activities.

Coordinate identified corporate wide processes including, Annual Report, Business Continuity Plan, internal audit function, internal audit committee meetings, enterprise risk management, insurances and disaster management planning and responses.

## Key Responsibilities of the Role

- Ensure all legislative timelines and requirements are met regarding corporate and operational planning.
- Meet all statutory requirements regarding Administrative Action Complaints, Public Interest Disclosures, CCC responses etc..
- Ensure Council and Senior Staff are kept informed of legislative requirements and amendments.
- Ensure that the organisation is disaster management prepared.
- Ensure that the operations of the internal audit function and the internal audit committee provide timely recommendations to Council.
- Continually review the risk profile of Council and coordinate application of appropriate risk treatments.
- Manage oversight of insurance claims.
- Provide up to date delegations register.
- Manage policy and procedure development and reviews.
- Develop and implement governance frameworks.
- Manage complaint process for Councillors, Ombudsman, Crime and Corruption Commission
- Meet KPIs for position, including management of budget.

## Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained

## Essential Knowledge/Skills/Qualifications Criteria

- Tertiary qualifications in a relevant field and minimum of 3 years experience in a similar role.
- Demonstrated high level knowledge of Queensland's *Local Government Act 2009* and other relevant legislative requirements including providing advice to senior executive management on such matters.
- Experience in Disaster Management protocols and best practice approaches.
- Demonstrated record in managing multi-disciplinary teams and staff performance management.
- Demonstrated high level communication (interpersonal, oral and written) skills with a proven ability to effectively consult, negotiate and resolve conflict in order to influence or enable change while building and maintaining positive relationships.



- Demonstrated ability to foster a positive workplace culture, while developing individuals and maximising performance through effective individual and team management.
- Demonstrated record of achievement in managing cultural, structural and procedural change in a large complex organisation.
- Demonstrated record of articulating and driving the implementation of strategies that align with organisational vision and purpose, including the ability to develop and management strategic systems and processes.
- Well-developed research, analytical and problem solving skills.
- Demonstrated record of exercising sound business acumen in corporate governance areas including financial and contract management, project management, risk management and benefits realisation.
- Demonstrated knowledge and application of corporate and operational planning.
- Strong interpersonal skills and the ability to engage stakeholders across the organisation.
- Demonstrated knowledge of policy development.

## Desirable Knowledge/Skills/Qualifications Criteria

- Post graduate qualification in a related discipline.

## Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

## Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

## Council's Values

**Accountability** – We are open, transparent and take responsibility for our actions.

**Communication** – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

**Customer Service Focused** – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

**Integrity** – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

**Teamwork and Collaboration** – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.



## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*