

Position Description

Role title	Manager, Corporate Governance Office	Last reviewed	February 2024
Division	People and Transformation	Team	Transformation and Change
Reports to	Director, Transformation and Change	Classification	ASO8
Direct reports	3-4		

Role Purpose

Direct and lead the organisational corporate governance, risk, program management office, and secretariat functions ensuring Renewal SA's standards of probity, equity and best practice in program and project delivery and public administration are met. Direct and lead functions and system design for Renewal SA's committees and subgroups.

Key Accountabilities

- Manage the development, implementation and monitoring of Renewal SA's corporate governance framework, identifying, and mitigating corporate risks, and ensuring a. appropriate governance processes and compliance with public sector policy and legislative requirements.
- Facilitate consultation with Office of the Chief Executive to ensure there is enterprise oversight of related corporate governance and risk programs and controls.
- Lead the monitoring and reporting on the implementation of Renewal SA's Corporate Governance Framework across Renewal SA's internal committees, including the Program Management Office.
- Provide high level guidance and advice and undertake proactive action to ensure Renewal SA's compliance with legislation and the highest standards of corporate governance are achieved and maintained.
- Manage the organisations corporate reporting obligations including development, implementation and maintenance of policy frameworks, registers for all strategic documents, business and project plans and strategic plan reporting.
- Manage the preparation, compilation, editing and distribution of agendas and minutes for all internal committee and subgroup meetings to ensure high quality and timely production.
- Research, analyse and prepare reports, policies, and guidelines regarding various requirements of Corporate Governance Framework.
- Oversee the logistical requirements associated with the delivery of all meetings involving stakeholders.

Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.

Direct Reports	Support, guide and manage performance.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Balancing the delivery of multiple tasks, activities, projects, and deadlines while maintaining data accuracy, effective reporting, efficient employee outcomes and payroll processing.
- Educating the organisation on governance requirements from an audit and governance perspective, while addressing the inherent tension between integrity of data and reporting expectations.

Qualifications and Technical Requirements

- Tertiary qualifications in a relevant discipline (Public Administration, Portfolio, Program and Project Governance) or demonstrated equivalent relevant professional experience.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Accomplished	<ul style="list-style-type: none"> • Simplify and communicate complex and technical information into understandable and approachable messages. • Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations. • Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit. • Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.
Strategy and Growth	Make an impact	Accomplished	<ul style="list-style-type: none"> • Comprehensively consider the issues facing multiple stakeholder groups when evaluating problems. • Review solutions and prioritise those that deliver the maximum weighted benefits, considering multiple interlinked problems. • Detailed understanding of the outcomes of solutions and courses of action, including the negative impacts or opportunities lost. • Create reporting and processes that define both the tangible and intangible impacts of Renewal SA's strategies and operations.
Innovation and Agility	Welcome curiosity	Accomplished	<ul style="list-style-type: none"> • Challenge others on their understanding of the purpose of their actions and the rationale of doing things a certain way. • Help promote a culture where all questions are encouraged and meet with enthusiastic response. • Leverage publications, data, thought leadership and other reputable information to create points of comparison and insights. • Create opportunities for others to question and provide feedback on Renewal SA's ways of working.
Solutions Focused	Solve problems	Accomplished	<ul style="list-style-type: none"> • Analyse information and consult with others to develop recommendations based on relevant evidence. • Identify key evaluation criteria needed to make a decision and review the criteria available.

			<ul style="list-style-type: none"> • Apply a logical process to consider the analysis and evaluation and broader context to determine a conclusion. • Involve senior team members or leaders where decisions are controversial or are expected to have high levels of impact.
People Leadership	Manage our people and share knowledge	Accomplished	<ul style="list-style-type: none"> • Create and implement systems and processes to increase visibility of capacity and demand. • Develop practices to standardise capability management and align to planning activities.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.		<input type="checkbox"/>	I have read and understood the role and expectations of me. <input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.