



Position Description

Position Details

Position Title	Senior Governance and HR Officer
Classification / Level	Level 7
Award / Agreement	Local Government Officers' (Western Australia) Award 2021
Directorate	Office of the Deputy CEO
Business Unit	Governance and Human Resources

Reporting relationships

Supervisor	Deputy Chief Executive Officer
This role supervises (FTE)	0
Positions responsible for	Nil

Key work description

- Undertake operational requirements related to the Shire's governance functions, including the provision of governance support services, research and preparation of governance and risk-related policies and reports and maintenance of the Shire's various statutory registers.
- Contribute to the development of human resources related initiatives and support continuous improvement of the delivery of human resources services while upholding and consistently demonstrating the Shire's values.

Work description

Governance

- Conduct research and prepare reports on governance issues as directed by the Shire's Executive Leadership Team.
- Maintain up to date knowledge on legislation and reports to the Deputy Chief Executive Officer on relevant changes, issues and implications.
- Undertake reviews of the Shire's Delegation of Authority Registers and Authorisations Register in accordance with legislated timeframes.
- Research, prepare and review relevant governance policies, procedures and code of conduct.
- Assist with the roll out of the Privacy and Responsible Information Sharing reforms as directed by the Executive Leadership Team.
- Liaise with other local governments on governance issues as required and identify improvements with the Shire's governance processes.
- Undertake and collate the primary and annual returns process ensuring full compliance with legislative deadlines.
- Prepare, report and documentation required for the Compliance Audit Return process, including a report to the Audit, Risk and Improvement Committee and to Council.
- Provide governance advice to the Executive Leadership Team when required.
- Provide assistance with local government elections.
- Review governance procedures, maintain statutory registers and coordinate processes.

Human Resources

- Work with the Executive Leadership Team and Business Unit Leaders to devise and implement recruitment strategies to attract suitably qualified staff.
- Undertake the internal recruitment process including advertising, handling candidate enquiries, organising interviews and assisting with selection reports.
- Facilitate the collection of pre-employment paperwork and prepare employee contracts.
- Assist with organising and delivering inductions for new staff.
- Monitor, administer and advise on all aspects of the employee lifecycle, including but not limited to probation periods, contract variations, performance reviews, employee recognition and resignations.
- Assist with general human resources related correspondence.
- Identify, recommend and assist with the implementation of improvements to human resources processes and systems.

- Provide advice on the implementation of awards and the Shire of Kent Outside Workforce Enterprise Agreement.

Work related requirements

- Working knowledge of the *Local Government Act 1995* and associated regulations.
- Developed administration skills including typing with speed and accuracy and report, letter and policy writing.
- Knowledge of governance processes and procedures within a local government setting.
- Experience in administering human resources processes including recruitment.
- Well-developed interpersonal, verbal and written communication skills.
- The ability to remain impartial and act as a trusted advisor.
- The ability to identify and assist with the implementation of improvements to policies, protocols and procedures.

Internal Approval

Drafted by

Deputy Chief Executive Officer

Drafting date

13 April 2026

Approval structure	Signature	Date
Senior Governance and HR Officer		
Deputy Chief Executive Officer		
CHIEF EXECUTIVE OFFICER		