



Job Description

General details:	
Reference number:	VRN107/08
Title:	Assistant Director - Governance Officer
Designation:	EL1
Date approved:	7/11/2008
Division:	
Branch:	Corporate Services Branch
Section:	Legal and Governance
Location:	Canberra
Immediate supervisor:	Director Legal and Governance
Security classification:	Protected
About the Department:	Climate change is one of the most complex policy challenges facing governments today. The Department of Climate Change is a new and dynamic organisation at the forefront of developing and delivering the Australian Government's response to this critical global issue.
About the Division:	The Legal and Governance Section works closely with line areas to provide a range of services including the provision of legal and governance advice. The section is also responsible for the Department's corporate governance functions, provision of procurement advice, legislation liaison and administrative law functions.
Duties	
Working as part of a small team, reporting to the Director and from time to time to the Chief Operating Officer you will be responsible for co-ordinating the Department's Corporate Governance Framework, including risk management, fraud control and business continuity planning and provision of general governance advice to line areas in the Department. You will also be responsible for the provision of the Audit Committee Secretariat which will include preparation for Audit Committee Meetings, liaison with the external internal auditor and co-ordination of the internal audit program.	
Qualifications/experience	
Relevant business or tertiary qualifications are desirable.	
Security assessment	
This position is a security assessed position. The successful applicant will be required to undergo a security assessment to obtain a Protected Security Clearance.	
Selection criteria	
<ol style="list-style-type: none">1. Corporate Governance<ul style="list-style-type: none">- Understanding of the public sector governance and accountability framework.- Experience in providing corporate governance services to government- Experience in the provision of secretariat services2. Strategic and Analytical Skills<ul style="list-style-type: none">- in particular the ability to contribute to the development of sound advice for the Department's Senior Executive and Audit Committee on governance matters	

3. A record of Achieving Results

- in particular demonstrated experience in the delivery of programs and/or projects

4. Ability to Cultivate Productive Working relationships, in particular demonstrated skills in:

- fostering collaboration and teamwork within an organisation,
- maintaining productive working relationships with a range of internal and external clients and stakeholders
- effectively communicating business and corporate goals, needs and priorities.

5. Personal Drive and Integrity, including demonstrated:

- professionalism and integrity
- willingness to accept responsibility and accountability
- commitment to and ability to model the behaviours required by the APS Values, APS Code of Conduct and the DCC Values
- commitment to continuing personal learning and development

Applications close: 28/11/2008

Applications should be forwarded by:

email to: recruitment@climatechange.gov.au

or mail to: Department of Climate Change
GPO Box 854
CANBERRA ACT 2601