

POSITION DESCRIPTION

Corporate Governance Officer



Position title	Corporate Governance Officer
Directorate	Community Development
Designation	Level 6 (Municipal Officer) ASTC EA
Position number	P2206
Responsible to	Manager Governance
Position status	Permanent Full-time
Position description approved	 Recoverable Signature  Signed by: 0c91ce2b-148e-4ea2-bd62-ad9adac60d39 Date: 2/10/2025

Primary Objective

The Corporate Governance Officer provides high-quality coordination, research, and administrative support to ensure Council's corporate governance framework, policy development, and grants administration are effectively implemented, monitored and continuously improved.

The role supports organisational compliance, transparency, and accountability, ensuring Council decisions and operations align with statutory obligations and community expectations.

Key Responsibilities

- Coordinate the development, review and amendment of Council policies, to ensure alignment with legislation, strategic objectives, and best practice.
- Monitor compliance obligations, identify risks or gaps, and provide advice to strengthen Council's governance and accountability practices.
- Contribute to the development, coordination and reporting of Council's strategic plans.
- Undertake research, analysis, and consultation with subject matter experts to support governance advice for the Manager Governance, Senior Executive and Elected Members.
- Contribute to implementing and monitoring Council's risk management framework and internal assurance plan.
- Support the development and delivery of training programs to build organisational capability and awareness in governance, policies, procedures and compliance requirements.
- Provide advice and support to Council officers in developing funding applications, as required.
- Build and maintain effective professional relationships across the organisation and with external stakeholders, supporting collaboration and service delivery.
- Deliver clear, timely and professional written and verbal communication that reflects Council's values and supports informed decision-making.

- Provide secretariat support for Council meetings on occasion, including preparation of agendas and minutes in line with statutory and organisational requirements.
- Maintain own health and safety and that of other people in the workplace or those who may be affected by the work being carried out.
- Perform other duties within trained capabilities and / or consistent with the Classification Level of this position as required.

Qualifications

- Certification in business, governance, risk, business administration, or similar discipline, or significant experience in a similar role.
- Current National Criminal History check (less than 6 months old)

Selection Criteria

Essential

1. Demonstrated experience in governance, policy, risk, or compliance-related roles, with the ability to interpret legislation, apply frameworks, and support organisational accountability.
2. Proven ability to exercise discretion, apply confidentiality requirements and maintain high standards of probity and professional ethics when handling sensitive or restricted information.
3. Strong written and oral communication skills, including the capacity to prepare clear, accurate and well-structured reports, minutes, and correspondence, and to adapt communication style to different audiences.
4. Excellent organisational skills, with the ability to prioritise competing tasks, meet deadlines and work effectively both autonomously and within a team environment.
5. Well-developed skills in research, analysis and problem-solving, with the capacity to evaluate information, identify risks or opportunities, and provide sound advice.
6. Strong interpersonal skills with the ability to build and maintain effective professional relationships with a wide range of internal and external stakeholders.
7. Proficiency in using Microsoft Office and relevant proprietary systems, with the ability to manage digital records, information systems and reporting tools.

Desirable

- Tertiary qualifications in governance, law, business administration or a related discipline.
- Experience in local government in governance, risk, compliance, and/or policy development.
- Understanding of the role and responsibilities of local government under the *Northern Territory Local Government Act 2019*.

Legislative and Compliance Framework

Legislation / Regulation / Framework	Application to Role
Local Government Act 2019 (NT)	<i>Governance framework, policy development, delegations, reporting requirements</i>
Local Government (General) Regulations 2021 (NT)	<i>Meeting procedures, reporting obligations, statutory registers</i>
Information Act 2002 (NT)	<i>Records and information management, privacy and FOI compliance</i>
Public Sector Employment and Management Act 1993 (NT)	<i>Ethical standards and employment principles</i>
Fair Work Act 2009 (Cth) & Fair Work Regulations 2009	<i>Employment framework relevant to governance and compliance</i>
ASTC Enterprise Agreement 2022	<i>Classification, conditions of employment, rights and responsibilities</i>
Work Health and Safety (National Uniform Legislation) Act 2011 (NT)	<i>Governance of workplace safety obligations</i>
NT Anti-Discrimination Act 1996	<i>Equity, inclusion and compliance with identified position exemptions (s35)</i>
Grants Administration Guidelines (Cth & NT)	<i>Compliance with funding applications, reporting and acquittals</i>

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____