



Job Title:	Governance, Compliance and Risk Manager	Position No:	GC01
Group:	Governance, Strategy and Communication	Service Area	Governance, Compliance and Risk
Classification Level:	Service Area Manager		
Reports to:	General Manager Governance, Strategy and Communication	Direct Reports:	GC09, GC10, DS33
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		
Location:	Darwin	Date Approved:	April 2025

## POSITION OVERVIEW

This role is responsible for the development, implementation and continuous improvement of best practice governance, compliance and risk initiatives across the Northern Land Council (NLC).

This position will lead by example to embed a culture of strong corporate compliance and good governance.

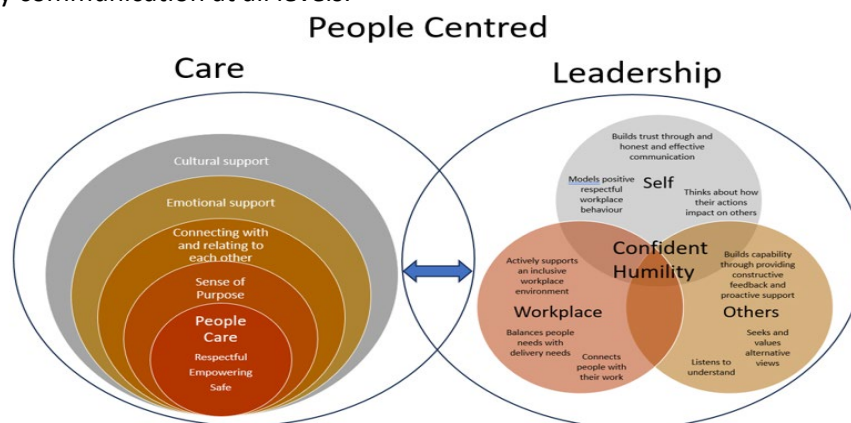
Working in close collaboration with, and providing high level strategic advice to, the Senior Management Team, this role will oversee the high quality delivery of core governance functions including complaints handling, internal audit, planning and reporting, risk management, quality control, governance health checks and the NLC corporate policy framework.

This position responsible for developing, implementing and reviewing compliance frameworks as well as monitoring implementation of remediation strategies and audit recommendations.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### LEADERSHIP

- Act with the highest levels of integrity to ensure NLC functions and services are delivered in line with the NLC's vision, mission, values and strategic priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction across the Service Area.
- Lead, motivate, develop, and empower the defined Service Area to achieve NLC strategic priorities, organisational and service area objectives, within a framework that drives accountability and achievement.
- Ensures Section leaders have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.





## STRATEGY

- Review and assess the Governance, Compliance and Risk service area to identify new strategies and initiatives that foster a culture of continuous improvement.
- Deliver innovative projects that enable implementation of best practice policies and procedures in accordance with our statutory functions and legislative requirements.
- Work collaboratively across the NLC to develop, implement and monitor the strategic and corporate plans, and foster a spirit of cooperation between service areas in pursuit of NLC strategic priorities.
- Educate and raise awareness of the NLC's strategic priorities, the importance of good governance and streamline performance management systems across the organisation.

## STAKEHOLDER ENGAGEMENT / RELATIONSHIPS and ADVOCACY

- Build and maintain relationships with all relevant key stakeholders (including) government agencies to ensure compliant and effective delivery of the legislative requirements and broader engagement.
- Actively assist and implement any change agendas and continuous improvement; informed by the views of the Council, constituents and the Senior Leadership Team
- Participate in advocacy activities and proactively identify opportunities to create an environment for best practice integrity and governance activities to become standard practice.

## SERVICE DELIVERY

- Oversee the effective and efficient delivery of governance, compliance, risk, fraud and complaints services at the NLC in line with all relevant legislation.
- Implement and monitor the effectiveness of the NLC's governance framework, compliance framework, risk management framework, external complaints policy, fraud and corruption policy, internal audit framework, conflict of interest framework and public interest disclosure policy.
- Ensure NLC frameworks, policies and operating practices comply with all relevant legislation.
- Provide advice to policy owners to ensure NLC corporate policies are developed in a timely way.
- Lead the development of the NLC Strategic and Corporate Plans, Annual Report and routine performance reporting.
- Conduct or coordinate investigations into allegations of fraud or corrupt conduct and in response to complaints, providing detailed advice and recommendations to decision makers.
- Review and deliver the NLC internal audit plan and manage related contracts.
- Coordinate the NLC response to external performance audits or requests from external agencies.
- Develop and deliver briefings to inform internal and external stakeholders about functions of the service area and NLC data relevant to governance, compliance and risk functions, such as presentations to the NLC Audit Committee and Council.
- Produce and deliver high quality training to NLC staff and Council members about key topics such as governance, compliance and conflict of interest management.
- Manage service area operations within the identified budget and in a responsible way.
- Ensure the service area adheres to all relevant compliance, governance, legislative, business and budgetary requirements within their remit.
- Complete all reporting requirements in relation to your Service Area's statutory obligations and other external / internal reporting are delivered to standard within required timeframes.
- Manage and monitor the Service Area's operational and financial performance and report accordingly.

## PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process and using best practice methodologies and pathways across the Service Area.
- Maintain accountability and responsibility for:



- recruitment of leadership and other critical positions within the team
- the performance management of direct reports in accordance with the position requirements, NLC's organisational objectives
- nurturing and developing talent, business continuity plans and workforce succession planning
- actively supporting relevant Learning and development activities to enhance the service delivery of your team
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice whilst the NLC strives to realise its 'Building the Bush' strategy.
- Champion and drive key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice whilst the NLC strives to realise its 'Building the Bush' strategy.

#### **WORK HEALTH AND SAFETY**

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of both our staff and constituents embracing our people centred care and leadership framework.
- Maintain Service Area compliance with, and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively review and investigate critical as well as non-critical incidents and other hazards or risks identified in a responsible and timely manner and support organisational initiatives.

*Our Land, Our Sea, Our Life*



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Bachelor's Degree in public administration, business administration, public policy, compliance, risk management, law or another relevant field.
- Minimum of two (2) years leadership experience
- Minimum of five years' relevant practical experience delivering governance, compliance and risk related activities.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, traditional owners and external organisation) to build productive working relationships.
- Sound written communication skills including submissions, business communication and reporting.
- Sound computer literacy skills in the Microsoft Office Suite and other relevant software programs such as Content Manager (TRIM).
- Demonstrated high level organisational and time management skills, with the ability to prioritise workload and manage competing priorities to deliver outcomes within required timeframes.
- A current NT drivers' licence.

### DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region
- Certificate IV in Government Investigations.