



<b>Position Title:</b>	<b>Governance Officer</b>	<b>Position No:</b>	<b>GC04</b>
<b>Group:</b>	Governance, Strategy and Communications	<b>Service Area/Section:</b>	Governance, Compliance and Risk
<b>Classification Level:</b>	Professional Officer 2 (PO2)		
<b>Reports to:</b>	Senior Project Officer Governance, Planning and Reporting	<b>Direct Reports:</b>	Nil
<b>Special Measures:</b>	Nil		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	May 2025

## POSITION OVERVIEW

The Governance Officer ensures effective systems of good governance are embedded and maintained. Your role is to support the implementation of NLC governance related frameworks, contribute to integrated Annual Reporting, APS Zero Emissions Reporting, Corporate and, Strategic Plan, Parliamentary reporting, quarterly performance reporting and administer key governance registers and processes.

This role will support the Governance, Compliance and Risk Service Area to administer and monitor control documents, parliamentary reporting, Corporate Plan and Strategic Plan targets.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Support the implementation through administration and monitoring of the NLC's governance related frameworks.
- Work with Service Areas to develop, update and communicate policies and procedures.
- Assist in the delivery of the NLC's planning and reporting cycle; including preparation of the strategic plan, corporate plan, business plans, annual report, corporate reporting, parliamentary reporting and quarterly performance reporting including exception reports.
- Arrange and participate in cross-Service Area collaboration to strengthen internal governance across the NLC.
- Co-ordinate and contribute to training for the organisation on good governance practices that support NLC governance frameworks.
- Monitor and maintain key governance registers including entering and reviewing data using contemporary reporting techniques.
- Contribute to a culture of good governance and compliance across the NLC.
- Support delivery of projects and activities led by the Governance, Compliance and Risk Service Area.
- Undertake administrative duties including meeting coordination and minutes, database management and drafting a range of documentation including briefing notes, templates, forms and correspondence.
- Ensure that all workplace program risks identified are reported and supported with a risk mitigation processes required in the circumstances are effectively mitigated, perform all work in a safe way and report any maintenance needs, dangers, accidents, injuries, or incidents in accordance with NLC policy.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.



- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Minimum Advanced Diploma of Governance, Risk and Compliance or equivalent experience in a similar role.
- Minimum two (2) years' experience in any of the related areas of governance, compliance, quality assurance, corporate policy development or interpreting legislation and its application.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Demonstrated high level written communication skills including ability to interpret data, prepare reports and submissions.
- Ability to understand the legislative and policy context that NLC operates in.
- Proven ability to facilitate key stakeholder groups meetings.
- Experience in co-ordinating and facilitating training fit for purpose, tailored to a diverse range of audiences.
- Ability to understand governance issues and explain them using clear plain English.
- Strong time management and planning skills, with the ability to establish priorities and to plan, coordinate and monitor own work plan to achieve team priorities.

### DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth), the *Native Title Act 1993* (Cth), and the *Public Governance, Performance and Accountability Act 2013* (Cth).
- Experience working as part of a corporate governance and compliance function, including systems/process analysis and development, and preparation of submissions and reports.
- Experience working with records management systems and project tools such as SharePoint, Content Manager (TRIM), Confluence and Jira.
- Current C Class Drivers Licence.