



Position Title:	Internal Audit and Compliance Officer	Position No:	GC05
Group:	Governance, Strategy and Communications	Service Area/Section:	Governance, Compliance and Risk
Classification Level:	Professional Officer 2 (P02)		
Reports to:	Senior Compliance and Quality Assurance Lead	Direct Reports:	Nil
Special Measures:	No – Not Applicable		
Location:	Darwin	Date Approved:	June 2025

POSITION OVERVIEW

The Internal Audit and Compliance Officer contributes to the effective delivery of internal audit and compliance functions across the NLC. This position supports the Governance, Compliance and Risk (GCR) Service Area in the implementation of the NLC's Internal Audit and Compliance Frameworks by providing input into risk management, corporate planning and reporting, as well as assisting with the development of training materials and the facilitation of training as required.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Contribute to the implementation and administration of the NLC's Internal Audit and Compliance Frameworks to foster a culture of good governance and compliance across the NLC.
- Collaborate with Service Areas to develop and educate staff on internal audit and compliance policies, procedures and associated documents.
- Assist in the development of training material and facilitation of training on internal audit and compliance practices that support the NLC's Internal Audit and Compliance Frameworks.
- Under the guidance of the Supervisor, coordinate internal compliance reviews (health checks) and prepare routine reports to identify potential areas for improvement.
- Assist in the monitoring and reporting of progress against key corporate deadlines for the NLC, GCR Service Area and other stakeholders.
- Collect, maintain and analyse data using reporting techniques including accurate dashboard reporting.
- Support and contribute to the delivery of projects and activities led by the GCR Service Area.
- Undertake administrative functions including database input, register management, meeting coordination and minutes, draft a range of documentation ranging from briefing notes, templates, forms and correspondence.
- Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NLC policy to ensure all risks are mitigated appropriately.
- 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 collaborative relationships with work colleagues, constituents and external stakeholders.
- Demonstrated ability to understand legislative and policy context that the NLC operates in.
- Strong coordination skills with ability to facilitate key stakeholder group meetings.
- Experience in co-ordinating and facilitating training fit for purpose, tailored to a diverse range of audiences.
- Ability to understand compliance and internal audit issues and explain them using clear plain English.
- Strong time management and planning skills, with the ability to establish priorities, plan, coordinate and monitor own work plan to achieve Service Area 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 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 Content Manager (TRIM), Confluence and Jira.
- Current C Class Drivers Licence.

Date Approved: June 2025