

Governance Advisor

POSITION DETAILS

Department / Team: Governance and Reporting	Reports to (title): Program Governance Manager
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	Salary Banding: AO6

THE CROSS RIVER RAIL PROJECT

Cross River Rail will transform the way we travel to, from and through Brisbane in the future. It is a catalyst for wider rail transformation underway across the South East Queensland and it is already playing a key role in how we prepare for the 2032 Olympic and Paralympic Games.

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD, with four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street. The Cross River Rail Delivery Authority is also tasked with multiple supporting projects and activities, including accessibility rebuilds for eight surface stations, construction of three new stations on the Gold Coast, upgrades for stabling yards, track works and surface rail enhancements, and the introduction of a new world-class digital train signalling system.

Further Information: www.crossriversrail.qld.gov.au

OUR VALUES AND BEHAVIOURS



WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curious, asking questions to understand.
- We work through issues together and help each other.



WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks.



WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project, learn improve.



ROLE OVERVIEW

The Governance Advisor provides secretariat support and administrative coordination for the Delivery Authority's governance forums. The position ensures program and project-level forums operate effectively by preparing agendas and meeting packs, collating and distributing reports and information papers, and maintaining accurate minutes, action items and decision registers.

The role has responsibility for managing the flow of information and approvals between delivery units and decision-makers. It also analyses and collates reports required by governance entities to monitor performance, ensuring documentation meets governance requirements.

In addition, the position supports the continuous improvement of governance processes by assisting with the identification and implementation of more efficient practices. Through accurate records management and consistent application of frameworks, the role helps maintain transparency, accountability and audit readiness across the Delivery Authority.

KEY RESPONSIBILITIES

Governance Support and Secretariat Services

- Provide coordination, secretariat and reporting support for governance entities, including sub-committees, project control boards, working groups and management forums to support informed decision making and information flows.
- Prepare meeting packs including agendas, briefing notes, papers, minutes, actions, memoranda and submissions, ensuring accuracy, consistency and confidentiality of sensitive information.

Governance Frameworks and Compliance

- Apply governance frameworks and compliance requirements to prepare documentation that meets expected standards and submission protocols.
- Assist with identifying and developing process improvements that strengthen efficiency and accuracy in governance activities.

Records and Reporting

- Coordinate governance reporting requirements across Program Delivery, ensuring the timely collation and distribution of reports, briefings, presentations and information papers with accuracy, quality and integrity.
- Create and maintain accurate and cohesive governance records, including minutes, action and decision registers, and reporting distributions, to support transparency, traceability and program integrity.
- Use document management and collaboration tools such as SharePoint and TRIM/Content Manager to ensure proper storage, version control and accessibility of governance information.
- Ensure sensitive information is managed appropriately, maintaining confidentiality and integrity in all governance records and reporting.

Stakeholder Collaboration

- Build and maintain effective working relationships with internal and external stakeholders to support governance activities and promote alignment across program areas.
- Collaborate with stakeholders to improve the flow of information and help streamline governance processes, ensuring timely and accurate submissions.

General

- Work in accordance with the Delivery Authority's policies, procedures and safety requirements and demonstrate alignment with organisational values and behaviours.



KEY COMPETENCIES

- Experience providing secretariat support to governance forums, including meeting coordination, accurate minute-taking and maintenance of registers.
- Understanding of governance processes, frameworks and compliance requirements, with the ability to apply them consistently to records and reporting.
- Strong written and verbal communication skills, with the ability to prepare clear minutes, records, and documentation aligned to governance requirements.
- Proven organisational skills, analytical abilities and attention to detail, with the ability to manage competing priorities and deliver within deadlines in a fast-paced environment.
- Ability to build and maintain effective working relationships with a wide range of internal and external stakeholders.
- Proficiency in Microsoft Office suite and collaboration tools such as SharePoint, with experience in TRIM/Content Manager or similar document management systems highly regarded.