

Senior 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: AO7

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 governance and secretariat support to the Delivery Authority's senior program and project-level governance forums, including project control boards, sub-committees, working groups and management meetings. The role is responsible for ensuring these forums are managed in line with their accountabilities, with clear decision-making processes and effective flows of information between units and decision-makers.

The position also contributes to the development and continuous improvement of governance frameworks, reporting processes and records management. Working closely with management, project teams and external stakeholders, the Governance Advisor prepares high-quality documentation, maintains accurate governance records, and supports the Delivery Authority's compliance with internal frameworks and external obligations.

KEY RESPONSIBILITIES

Governance Support and Secretariat Services

- Provide coordination, secretariat and reporting support for senior governance entities, including sub-committees, project control boards, working groups and management forums.
- 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

- Provide best practice governance advice to management and project teams, including the development, review and improvement of governance frameworks and processes.
- Support the establishment and implementation of new governance bodies to ensure clear accountabilities and effective oversight.
- Monitor compliance with governance frameworks and escalate risks or issues where required.
- Support the preparation of effective governance papers and presentations to facilitate decision-making.

Records and Reporting

- Maintain governance registers, including minutes, actions and decisions, and ensure governance records are clear, cohesive and transparent to support accountability.
- 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.

Stakeholder Collaboration

- Build and maintain effective relationships with internal project teams, senior managers and external stakeholders to support governance outcomes and the effective flow of information.
- Engage with stakeholders to resolve governance, reporting and decision-making issues, ensuring alignment across forums and projects.

General

- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours
- Support the Program Delivery Executive Services Director and Program Governance Manager with additional governance and reporting tasks as required.

KEY COMPETENCIES

- Demonstrated experience providing secretariat support to senior governance forums, including meeting coordination, accurate minute-taking, and preparation of committee papers/material.
- Strong understanding and/or experience in corporate governance processes, frameworks, reporting and compliance requirements.
- Excellent written and verbal communication skills, with the ability to prepare high-quality documentation tailored to different audiences.
- Proven ability to build and maintain effective relationships with a wide range of internal and external stakeholders.
- Strong organisational and time management skills, with the ability to balance competing priorities and deliver within deadlines.
- Proficiency in Microsoft Office suite, including PowerPoint and SharePoint, with experience in editing and formatting documentation to governance requirements and submission standards.
- Experience with Document Management sharing tools such as TRIM/Content Manager is highly regarded but not essential.