



<b>Position Title:</b>	<b>Compliance and Risk Lead</b>	<b>Position No:</b>	<b>GC10</b>
<b>Group:</b>	Governance, Strategy and Communications	<b>Service Area/Section:</b>	Governance, Compliance and Risk
<b>Classification Level:</b>	Senior Officer Grade B – (SOGB)		
<b>Reports to:</b>	Governance, Compliance & Risk Manager	<b>Direct Reports:</b>	Risk, Fraud and Compliance Officer Internal Audit and Compliance Officer Complaints Coordinator
<b>Special Measures:</b>	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander</i>		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	September 2025

## POSITION OVERVIEW

The Compliance and Risk Lead is responsible for the effective monitoring and reporting of outcomes related to the Northern Land Council's (NLC's) activities associated with compliance and risk.

This position will work collaboratively across the NLC to embed a positive culture of effective compliance management as they relate to the NLC's legislative obligations, and will assist Managers to implement effective compliance management strategies that can be integrated into corporate planning and reporting processes.

Compliance as a key function of governance in the NLC is critical to effective complaint handling and reporting, business continuity planning, internal audit, and policy management.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### LEADERSHIP

- Lead by example and demonstrate commitment to the Compliance and Risk team's service delivery in alignment with the NLC's vision, mission, values and business 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 within the section.
- Lead, motivate, develop and empower team members to deliver in accordance with the Service Area priorities and section area objectives, within a framework that drives accountability and achievement.
- Ensure unit leaders and the service team staff have a clear understanding of their responsibilities and encourage open and honest, two-way communication at all levels.

### STRATEGY

- Assist with the review and assessment of service delivery within the Compliance and Risk team's section areas in order to identify new strategies, initiatives and innovative courses of action to foster a culture of continuous improvement.

### STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Cultivate and maintain collaborative relationships with Traditional Owners to support the NLC's Traditional Owner-centric relationship model and section deliverables. Build and maintain relationships with all relevant government agencies and other internal and external stakeholders to ensure compliant and effective delivery of section service deliverables.



- Actively assist and implement any change agendas and continuous improvement as informed and required by the Service lead in order to facilitate ongoing stakeholder commitment to outcomes.
- Assist with advocacy activities and, where possible or relevant, identify and report on opportunities for grants, partnerships and collaborations.

### **SERVICE DELIVERY**

- Lead, coordinate and monitor the Section's operational service outcomes and performance in accordance with operational plans and other business requirements.
- Establish and embed best practice compliance and risk management principles to improve outcomes for constituents, NLC business practices, and management of compliance issues.
- Implement and embed the NLC's Enterprise Risk Management Framework, and the Compliance Management Framework, which incorporates the Internal Audit Workplan, Gifts and Benefits, and External Complaint Management.
- Prepare reports, provide analysis, recommendations and strategic advice regarding the Compliance Management Framework and Enterprise Risk Management Framework.
- Develop policies, procedures and guides to educate staff in relation to best practice and appropriate compliance and risk management.
- Develop and implement strategies to address issues of non-compliance and high-risk matters.
- Develop and deliver NLC-wide training, coaching, planning and reporting sessions to enhance corporate governance materials such as compliance management, risk management, conflict of interest, gifts and benefits, internal audit, conflict of interest and external complaints management.
- Monitor and report on the NLC's performance in relation to meeting obligations, effectiveness of NLC controls, policies and procedures, non-compliance issues and breach management.
- Coordinate internal audit workplans and reviews including compliance health checks and investigations, and evaluate the performance of corporate and strategic objectives to improve NLC processes.
- Undertake data analysis and research, develop and provide recommendations on identified trends, system enhancements and risk mitigation strategies.
- Provide support to other team members as required in order to ensure service outcomes and deadlines are met.
- Maintain associated administrative and record-keeping standards, including database input, register management, meeting coordination and minute taking, system improvements, and drafting a range of documentation and reports.
- Coordinate and contribute to other projects under relevant governance, compliance, risk and internal audit programs.
- Work collaboratively across the NLC to improve data quality in compliance, risk and complaints management systems.
- Provide the appropriate level of supervision, guidance, mentoring and operational processes to support section and staff performance to required standards.

### **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 and process, under the guidance of senior leadership and People and Culture Advisory services.
- Maintain accountability and responsibility for:
  - recruitment of vacant positions in the section
  - the performance management of direct reports in accordance with the position requirements and the NLC's organisational objectives
  - the rostering of resources, timesheets and leave approval



- 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 practices whilst the NLC strives to realise its 'Building the Bush' strategies.

### **WORK HEALTH AND SAFETY**

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff, people-centred care and leadership framework.
- Maintain Section team compliance and provide a safe working environment in accordance with the NLC's Work Health and Safety Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with legislative requirements.
- Actively support the review and investigation of critical and as well as non-critical incidents and other hazards or risks identified in a timely manner.
- Promote and support organisational work health and safety initiatives.

*Our Land, Our Sea, Our Life*

## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Bachelor degree in Commerce, Law, Business, Risk Management, Governance or a related discipline.
- Minimum of one (1) year leadership experience.
- Minimum of five (5) years' relevant experience working within a corporate governance function, developing and implementing compliance, risk, fraud or complaint management, conducting analysis and preparing reports, training and presentations for stakeholders.
- Experience working in a complex compliance role with demonstrated ability to interpret relevant legislation and policies.
- High-level cross-cultural, interpersonal, verbal and written communication skills with an ability to effectively liaise, engage and coordinate across an organisation and build productive working relationships with work colleagues, constituents and external stakeholders.
- Practical experience in program planning, management and reporting associated with the implementation of compliance/risk management and conducting quality control checks in business systems and system administration.
- Experience working in a politically sensitive environment.

### DESIRABLE REQUIREMENTS

- Knowledge and understanding of relevant legislation including the *Aboriginal Land Rights Act (Northern Territory) Act 1976* (Cth), the *Native Title Act 1993* (Cth), and the *Public Governance, Performance and Accountability Act 2013* (Cth).
- Qualifications in investigations, preferably government investigations.
- Experience with records management systems and project tools such as Content Manger (TRIM), Confluence and Jira.
- A current NT drivers' licence.