



Position Title:	Governance Officer	Position No:	GC04
Group:	Governance, Strategy and Communications	Service Area:	Governance, Compliance and Risk
Reports to:	Governance Lead	Direct Reports:	Nil
Classification Level	Professional Officer 2 (PO2)		
Location:	Darwin	Date Approved:	July 2026
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

The Governance Officer supports the Governance, Compliance and Risk Service Area and ensures effective systems of good governance are embedded and maintained. The position also supports the implementation of NLC governance-related frameworks, contribute to integrated Annual Reporting, APS Zero Emissions Reporting, Corporate and Strategic Plans, Parliamentary reporting, quarterly performance reporting, and administer key governance registers and processes.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Support the implementation and monitoring of the NLC's governance frameworks.
- Work with Service Areas to develop, update and communicate policies and procedures.
- Assist in delivering the NLC's planning and reporting cycle, including strategic, corporate and business plans, annual and parliamentary reporting and quarterly performance and exception reporting.
- Facilitate collaboration across Service Areas to strengthen internal governance.
- Co-ordinate and contribute to organisation-wide training on good governance practices.
- Maintain key governance registers, ensuring accurate data entry and reporting using contemporary techniques.
- Support a culture of good governance and compliance across the NLC.
- Assist with projects and activities led by the Governance, Compliance and Risk Service Area, including Council nominations.
- Undertake administrative tasks such as meeting coordination, minute-taking, database management, and drafting documentation including briefing notes, templates, forms and correspondence.
- Identify, report and support the mitigation of workplace risks, and ensure work is performed safely in line with NLC policies, including reporting hazards, incidents and maintenance needs.
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum Advanced Diploma of Governance, Risk and Compliance and/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.
- High level written communication skills including ability to interpret data, prepare reports and submissions, and ability to explain them using clear plain English.
- 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.
- Effective time management and planning skills, with the ability to establish priorities and to plan, coordinate and monitor own work plan to achieve team priorities.
- Current Driver's Licence and the ability and willingness to undertake occasional remote travel in manual 4WD vehicles and light aircraft.

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 with records management systems and project tools such as SharePoint, Content Manager (TRIM), Confluence and Jira.