

Position Description - 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

The Cross River Rail Delivery Authority is building a new 10.2km rail line that includes 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.

Once complete, it will provide trains with a much-needed alternative rail path through the core of the current SEQ Rail network, unlocking a bottleneck and allowing more trains to run more often across the whole of South East Queensland.

The Cross River Rail Delivery Authority is also delivering multiple supporting projects and activities in conjunction with Department of Transport and Main Road. These include 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 ETCS digital 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 is a fast-paced role responsible for providing governance, reporting 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 supports effective decision making by coordinating governance processes, documentation and information flows, including proactively following up inputs, actions and approvals to facilitate timely outcomes.

The position is accountable for ensuring governance and management forums are managed in line with their agreed accountabilities, with clear decision-making processes and effective flows of information between teams and decision makers. The role also contributes to the continuous improvement of governance frameworks, reporting processes and records management practices across the Delivery Authority.

Working closely with management, project teams and external stakeholders, the Senior Governance Advisor prepares high-quality documentation, maintains governance records, and supports the efficient operation of governance processes across the Delivery Authority.

KEY RESPONSIBILITIES

- Provide coordination, secretariat and reporting support for multiple senior project and program governance entities, including sub committees, project control boards, working groups and management meetings, to support informed decision making and effective information flows.
- Prepare high-quality governance documentation, including agendas, briefing notes, presentations, meeting papers, minutes, action items, memoranda and submissions, while exercising discretion and maintaining confidentiality of sensitive information.
- Proactively track, follow up and secure outstanding inputs, actions and reports from stakeholders, using sound judgement, persistence and strong interpersonal skills to meet governance and reporting timeframes.
- Provide best practice and contemporary governance advice to management and project teams, including advice on governance frameworks, governance improvement initiatives, establishment of new governance bodies, and preparation of clear and effective papers and presentations.
- Maintain and manage governance registers, including action registers, decision registers and implementation registers, ensuring accuracy, completeness and traceability.
- Lead the preparation, coordination and distribution of governance look ahead schedules and activity calendars to support Program Delivery reporting requirements within agreed timeframes.
- Collate and quality assure reports, briefings, presentations and information papers to ensure governance and reporting documentation is accurate, timely and fit for purpose.
- Collaborate with internal and external stakeholders to support streamlined governance processes and effective flow of information across the Delivery Authority.
- Contribute to the identification and implementation of improvements to governance and reporting processes and procedures.
- Create and maintain clear, cohesive and transparent governance records in accordance with organisational and record keeping requirements.
- Support management with other reasonable requested duties as required.
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

KEY COMPETENCIES

- Strong stakeholder engagement and relationship building skills, with the ability to communicate effectively and professionally with senior internal and external stakeholders.
- Demonstrated experience providing high-quality secretariat support to multiple senior governance entities, including executive and program-level forums.
- Sound understanding of corporate governance principles, including reporting, meeting coordination, minute taking, document control, and the preparation and formatting of papers in line with organisational standards and governance requirements.
- Excellent written and analytical skills, including the ability to analyse information, identify key issues and prepare clear, concise and decision focused committee material.
- Demonstrated organisational and time management skills, with the ability to work autonomously and as part of a team, exercise sound judgement and manage competing priorities in a fast-paced environment.
- Proficiency in Microsoft Office suite, including PowerPoint and SharePoint, with experience in editing and formatting documentation to governance requirements and submission standards.
- Experience using document and records management systems and collaborative document sharing tools.