



Position Title:	Risk, Fraud and Compliance Officer	Position No:	GC02
Group:	Governance, Strategy and Communications	Service Area:	Governance, Compliance and Risk
Classification Level:	Senior Professional Officer – (SPO)		
Reports to:	Compliance and Risk Lead	Direct Reports:	Nil
Special Measures:	Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions		
Location:	Darwin	Date Approved:	August 2026

POSITION OVERVIEW

The Risk, Fraud and Compliance Officer, provides specialist advice and support across the Northern Land Council (NLC) in the areas of risk management, fraud and corruption control, compliance and governance. The role supports the implementation and continuous improvement of the Enterprise Risk Management Framework, Fraud and Corruption Control Plan and related governance systems.

Working collaboratively across the NLC with managers and staff, the position assists in identifying, assessing and managing risks, improving controls, meeting legislative and contractual obligations and strengthening organisational capability. The role contributes to a positive risk culture through analysis, training, monitoring, reporting and continuous improvement activities.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Act as the organisation's subject matter expert in risk management, fraud and corruption control, compliance and governance
- Provide authoritative advice and recommendations to managers and governance stakeholders regarding organisational risks, controls, compliance obligations and governance requirements
- Lead initiatives that strengthen organisational risk management, governance effectiveness and continuous improvement.
- Promote a positive risk culture through coaching, education and professional support
- Lead by example and maintain compliance with the NLC WH&S Management System and associated policies, procedures and processes ensuring you are fulfilling your duty of care in accordance with the WHS legislative requirements.

STAKEHOLDER ENGAGEMENT

- Cultivate and maintain collaborative relationships with Traditional Owners (TO) to support the NLC TO centric relationship model and program deliverables.
- Build and maintain professional relationships with managers, employees, governance stakeholders and all relevant government agencies to ensure compliant and effective delivery of risk framework deliverables.
- Provide specialist advice and guidance to managers on risk assessment, fraud prevention, controls, governance and compliance matters.

RISK, FRAUD AND COMPLIANCE OPERATIONS

- Lead, coordinate and monitor the risk framework in accordance with operational plans and requirements.
- Lead the implementation, monitoring and continuous improvement of the NLC Enterprise Risk Management Framework, Fraud and Corruption Control Plan, Conflict of Interest Framework and associated governance systems.



- Lead organisation-wide risk assessments and facilitate development of risk treatment strategies across service areas.
- Coordinate fraud and corruption prevention initiatives and lead preliminary inquiries and investigations.
- Develop, implement and review risk, fraud, governance and compliance policies, frameworks, procedures and resources
- Lead organisation wide risk, fraud, corruption and compliance capability development through training, awareness activities, coaching and guidance
- Undertake analysis of risk and compliance information to identify trends, and emerging risks, and recommend improvements.
- Support business continuity planning, emergency management planning and organisational resilience initiatives
- Review and assess the effectiveness of NLC risk controls and make recommendations for continuous improvement.
- Support complaints management, internal audit, assurance reviews and governance activities including monitoring agreed actions as required
- Maintain oversight of organisational risk registers, databases, records and documentation and compliance monitoring systems to meet NLC standard
- Prepare strategic reports, briefing papers and recommendations for senior management and governance forums.
- Coordinate and contribute to projects undertaken within the Governance, Compliance and Risk Service Area.

GENERAL ORGANISATION CONDUCT

- 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

- Relevant tertiary qualifications at a minimum Advanced Diploma level in Commerce, Law, Risk Management, Business or a related discipline, or equivalent experience.
- Minimum of three (3) years' experience in risk, compliance, governance, audit, investigations or a related role.
- Proven experience leading risk, governance, compliance, fraud control or assurance initiatives across an organisation
- Experience developing, implementing and reviewing organisational frameworks, policies and governance systems



- 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.
- Ability to research and investigate issues, identify trends and implement mitigation strategies.
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- Experience preparing reports and recommendations for executive management, audit committees and governance bodies and to explain complex governance matters in plain English.
- Experience developing and facilitating training for diverse audiences.
- Current Driver's Licence and the ability and willingness to undertake occasional remote travel in manual 4WD vehicles and light aircraft.

DESIRABLE REQUIREMENTS

- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth.) and 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 Content Manager (TRIM), Confluence and Jira.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Experience working with complaint handling procedures or fraud investigative practices, including tertiary qualifications in Government Investigations