



Job Title:	Risk, Fraud and Compliance Officer	Position No:	GC02
Group:	Governance, Compliance and Risk	Service Area/Section:	Governance, Risk and Compliance / Compliance
Classification Level:	Senior Project Officer (SPO)		
Reports to:	Senior Compliance and Quality Assurance Lead	Direct Reports:	Nil
Location:	Darwin	Date Approved:	January 2025

POSITION OVERVIEW

The position provides specialist risk management services across the NLC to promote and entrench a stronger culture of risk management and is also responsible for implementing the NLC Enterprise Risk Management Framework and the Fraud and Corruption Policy through training, support, analysis and continuous improvement practices.

This role will work collaboratively across the NLC to assist staff to identify opportunities to improve controls and to meet contract and Legislative obligations, from a risk perspective to reduce residual risk to the NLC. This position will assist Managers to implement effective risk mitigation strategies, whilst ensuring that risk management is integrated into NLC corporate planning and reporting processes.

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

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Responsible for implementing and administering the NLC's Enterprise Risk Management Framework which includes, Conflict of Interest policy and procedure and Fraud and Corruption Control Plan, involving managing organisation-wide fraud control assessments on a biennial- basis.
- Responsible for investigating, responding to, or escalating, allegations of fraud/corruption in line with the NLC's Fraud and Corruption Control Plan.
- Prepare reports and provide analysis and recommendations regarding risk, fraud/corruption and conflict of interest management best practice.
- Develop policies, procedures and guides to educate staff in relation to best practice and appropriate risk management/mitigation solutions.
- Develop and deliver training to strengthen risk, fraud/corruption and conflict of interest management practices across the NLC and enhance the organisation's risk culture.
- Undertake data analysis and research, develop and provide recommendations on identified trends, system enhancements and risk mitigation strategies.
- Review, assess and improve NLC risk, fraud/corruption and conflict of interest mitigation activities such as emergency management planning, business continuity planning, disaster recovery strategies and associated testing and training.
- Provide assistance as required to the Complaints Coordinator with respect to responding to complaints and with the preparation of monthly complaint reports for management, Council and Audit Committee.
- Maintain associated administrative and record keepings task to standard, including database input, register management, meeting coordination and minute taking, system improvement and drafting a range of documentation and reports.
- Coordinate and contribute to other projects under relevant governance, compliance and internal audit strategies.
- Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NLC policy to ensure all risks are mitigated appropriately.



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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Relevant tertiary level qualifications at a minimum Advanced Diploma level in Commerce, Law or Business or equivalent experience.
- Minimum of three (3) years' experience working in a similar or related role.
- 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.
- Experience undertaking data analysis, identifying trends and developing and implementing mitigation strategies.
- Advanced research skills and an ability and willingness to undertake professional investigations.
- Excellent written, verbal communication and negotiation skills with the ability to liaise with and influence stakeholders.
- Highly developed time management and planning skills, with the ability to multitask and to establish priorities and to plan, coordinate and monitor your own workload to ensure that deadlines are met.
- Experience in co-ordinating and facilitating training tailored to a wide range of audiences.
- Ability to understand risk, governance, compliance and internal audit issues and explain them using clear plain English.

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 corporate governance functions, in systems/process analysis and development, as well as risk management systems and reporting systems.
- 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

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