



POSITION DESCRIPTION

Position Title	Governance Advisor		
Location	Darwin or Jabiru	Department	Office of the CEO
Position Level	Level 8	Work Group	N/A
Position Type	Ongoing, Full time	Approval Date	07 June 2024
Coverage	Local Government Industry Award	Approved By	CEO

Position Objective

The Governance Advisor plays a critical role in the Council's compliance with the *NT Local Government Act 2019*, ensuring the compliance, integrity and effectiveness of processes for Council.

Key Duties or Responsibilities

1. Provide a high level of support to the Chief Executive Officer, Executive Leadership Team and Councillors (as delegated) on governance related matters.
2. Compile and distribute quality agenda papers and minutes for Council, Local Authority and Committee meetings, ensuring compliance with the requirements of the NT Local Government Act, Regulations and Guidelines.
3. Attend Council, Local Authority, Committee meetings in person to record minutes, and following each meeting, ensure all Council, Local Authority and Committee decisions are followed up by responsible officers.
4. Ensure all legislative timelines and requirements are met.
5. Coordinate the ongoing development and implementation of an effective policy framework to comply with the Local Government Act 2019 and other statutory requirements.
6. Monitor and improve the effectiveness and efficiency of the organisation's integrity framework such as Annual disclosure and Conflict of Interest processes.
7. Coordinate the internal and external audit program, including providing secretariat support to Council's Audit and Risk Committee and others as requested.
8. Ensure Council and Senior Staff are kept informed of legislative requirements and amendments.
9. Coordinate governance training for Councillors and Local Authority Members as requested.
10. Ensure all items are recorded into the relevant online Record Management system.
11. The employee is required to undertake any other reasonable duties or tasks as directed by the CEO which are within the employee's skills, competence and training.
12. With regard to work health and safety in the workplace;
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

Essential Criteria

1. Demonstrated experience in governance, integrity matters, preferably within the local government and/or public sector.
2. Demonstrated high level knowledge of the Northern Territory Local Government Act 2019 and other relevant legislative requirements including providing advice to senior executive management on such matters.
3. Experience supporting and providing secretariat services to a Council, CEO and Committees.
4. Excellent communication and collaboration skills and demonstrated business writing and policy drafting skills.
5. Strong ethical understanding and an ability to maintain confidential information, protect privacy and support others to do the same.
6. Strong understanding and appreciation of Indigenous culture, living and working in remote communities.
7. Licences:
 - a. Current NT Driver licence
 - b. Criminal History Check
 - c. Working with Children Check

Organisational Relationships & Further Information

Reports to	CEO	Supervises	None
Internal liaising	Executive Team Elected Members (as directed) All staff	External liaising	Government Stakeholders Committee Members
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check / Permit	Criminal History Check and Working with Children Check are mandatory. Unless relevant to the position, criminal history will not affect employment. Current Working with Children required. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Frequent travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.