



POSITION DESCRIPTION

Position Title Governance and Risk Advisor			
Location	Darwin or Jabiru	Department	Office of the CEO
Position Level	Level 9	Work Group	Office of the CEO
Position Type	Permanent / Full time	Approval Date	20 August 2026
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

The Governance and Risk 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 high-level governance, compliance and risk management advice and support to the Chief Executive Officer, Executive Leadership Team and Councillors (as delegated).
2. Develop, implement, monitor and continuously improve Council's governance, risk management, integrity and policy frameworks to ensure effective organisational performance and legislative compliance.
3. Coordinate and administer Council governance processes, including the preparation, compilation and distribution of agendas, reports, minutes and resolutions for Council, Local Authority, Audit and Risk Committee and other committee meetings.
4. Attend Council, Local Authority and Committee meetings to accurately record proceedings and minutes and monitor the implementation and follow-up of resolutions and actions by responsible officers.
5. Ensure compliance with the Northern Territory Local Government Act 2019, Regulations, Guidelines and other legislative obligations, including adherence to all statutory timeframes, reporting requirements and governance standards.
6. Identify emerging governance, compliance and risk management issues, provide recommendations to Council and management, and support the development of appropriate mitigation and improvement strategies.
7. Coordinate the review, development, and implementation of Council's policy framework, providing governance support to internal teams in the development of effective, relevant, and well-constructed policies and procedures, that are compliant with the Local Government Act 2019 and other statutory requirements.
8. Administer, monitor and enhance Council's integrity framework, including conflict of interest declarations, annual disclosures, gifts and benefits registers, and other accountability and transparency processes.
9. Facilitate community consultation and stakeholder engagement activities to support the development, review, implementation and reporting of Council's Regional Plan, Annual Budget and strategic priorities.
10. Coordinate statutory and organisational reporting, including performance reporting against the Regional Plan and Budget, and coordinate the preparation and publication of Council's Annual Report.
11. Provide secretariat support to the Audit and Risk Committee and coordinate governance training, induction and development activities for Councillors, Local Authority Members and relevant staff.
12. Maintain accurate governance records and documentation within Council's electronic records management system, while building effective working relationships with community representatives, elected members, staff and external stakeholders and contributing to strategic projects as directed.

Key Duties or Responsibilities

13. 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.

The employee is required to undertake any other reasonable duties or tasks as directed by the CEO.

Essential Criteria

1. Relevant tertiary qualification in governance, public administration, business, law or a related field, and/or equivalent experience and demonstrated expertise in governance, compliance and integrity functions, preferably within local government or the public sector.
2. Demonstrated knowledge, or the ability to rapidly acquire knowledge, of the *Northern Territory Local Government Act 2019* and related legislative requirements, with the capacity to provide informed advice to senior executive management on legislative, governance, and compliance matters.
3. Experience supporting and providing secretariat services to a Council, CEO and Committees.
4. Highly developed organisational skills, with the ability to manage multiple priorities, coordinate stakeholders and meet deadlines.
5. Excellent written and verbal communication skills, including policy drafting, consultation, negotiation and stakeholder engagement.
6. Demonstrated integrity and ethical judgement, with the ability to maintain confidentiality and manage sensitive information.
7. Strong understanding and appreciation of Indigenous culture, living and working in remote communities.
8. Licence/s:
 - a. Current NT Driver licence

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. 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.