

POSITION DESCRIPTION

Director of Risk and Compliance

Risk

Position Number	8003
Location	60 Smith Street, Darwin City, NT 0800 Ability to travel to regional and remote locations.
Reporting to	Chief Risk Officer (CRO)
Direct Reports	One
Special Provisions	Appointment is contingent upon receipt of a satisfactory National Criminal History check and OCHRE Card
Required Qualifications	Tertiary qualification in an associated field (or a related discipline) and at least 7 years professional experience in audit, compliance or risk roles

About Aboriginal Investment NT

Aboriginal Investment NT is a corporate Commonwealth entity, established under the *Aboriginal Land Rights Act (Northern Territory) 1976*, and designed in partnership with Aboriginal Territorians. Our purpose is to work with Aboriginal Territorians to achieve economic, social and cultural impact through innovative approaches to investments, beneficial payments and other financial assistance. To support this, we have initial grant funding of \$180 million and an investment corpus of \$500 million. Our Aboriginal-controlled board share a vision of self-determination, with Aboriginal Territorians at the centre of Aboriginal Investment NT's work.

Purpose of the Position

Aboriginal Investment NT operates a three lines of defence risk management model. Working as a member of the risk team, the Risk and Compliance Lead will assist in performing second line of defence and to ensure risk and controls are effectively managed. The role will support in the delivery of risk, compliance, legal and audit programs and will be integral to boosting the organisation's compliance in line with risk management policies, organisational policies, procedures and applicable regulatory/legislative frameworks.

The role will support in uplifting of the organisation-wide compliance capability through deployment of the Compliance Attestation Program. It is focussed on promoting improvements, efficiencies and compliance across the organisation in line with legislation, policies and procedures. The position will work closely with the CRO.

Duties

The following accountabilities are not exhaustive and may include others as directed by the CRO that are commensurate with skill set.

Classification	SME
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- Assist in coordinating audits and reviewing risk registers by ensuring the strategic frameworks and risk systems are effective in identifying and mitigating risks that may impact the organisation
- Conduct compliance reviews and advise the CRO on the implementation of compliance programs
- Provide specialised advice and support the CRO and personnel in the identification and development of solutions to address internal controls gaps and audit/ review/ investigation findings
- Update and maintain a contemporary fraud and corruption control program under the Aboriginal Investment NT Risk Management Framework
- Assist in investigating allegations of misconduct, fraud and corruption
- Assist with the delivery of an outsourced panel of legal service providers
- Apply specialist knowledge for the implementation and maintenance of a compliance management framework in line with the strategic objective
- Deploy the annual Compliance Attestation Program and maintain and review the compliance obligation register
- Implement 'Line 2' assurance controls to ensure that third-party providers oversight controls are operating effectively to ensure compliance with organisation's policies
- Assist in preparing insightful reports on key risk indicators and risk trends and mitigation strategies
- Facilitate and conduct internal risk, compliance and fraud training and workshops
- Develop and review risk and compliance policies, procedures and processes to ensure compliance with organisation's legal and regulatory obligations
- Comply with the Code of Conduct and all operational policies, procedures, governance frameworks and guidelines in place across the organisation

Key Selection Criteria

*** Essential**

- Proven experience and working knowledge of contemporary risk management, control and assurance frameworks
- Demonstrated experience in audit and compliance management within Commonwealth or similar, particularly under the Public Governance Performance and Accountability Act (PGPA) or equivalent legislation
- Excellent oral and written communication, interpersonal, negotiation and facilitation skills

- Ability to work effectively with people from diverse cultures and levels to achieve significant change across the organisation through business improvement and innovative approaches
- Demonstrated ability to exercise critical thinking, assess data and complete analytical work, and apply collaborative skills
- Self-motivation, initiative, strong organisational and analytical skills and proven capacity to deliver results
- Well-developed presentation and facilitation skills and ability to work across all levels of an organisation
- Demonstrated ability to maintain confidentiality and deal with sensitive issues
- High ethical integrity, reliability and accountability
- Demonstrated ability to work independently with minimal supervision and to tight deadlines
- Demonstrated cultural capability, including a respect for diversity and ability to communicate sensitively with Aboriginal and Torres Strait Islander people
- Membership with an associated professional body (CIA, CA, CPA or CRMA)
- Australian citizen or permanent resident status required

*** Desirable**

- Audit or Internal Auditing experience
- Experience in similar roles in treasury and investment environment

Organisation Expectations

- Contribute to the efficient and effective functioning of their team or work unit in order to meet organisation objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors
- Demonstrate and promote the organisation Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour
- Read, understand and comply with all organisation policies and procedures
- Undertake risk management and actively support and participate in the risk management processes adopted by the organisation which include identifying, analysing and evaluating risk that may impact on the organisation

- Work at and travel between other organisation office/s or to other locations from time to time as may be required during the course of employment
- Complete all mandatory training such as required by the organisation
- Demonstrate understanding of the principles of anti-discrimination, staff equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs

Work Health & Safety

- Ensure all activities comply with WHS legislation and organisation policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and support in implementation of risk controls.
- Participation in WHS training requirements for staff including the provision of training and monitoring of training to ensure completion and currency.
