



# Position Description

## Governance and Compliance Manager

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| <b>Title</b>           | Governance and Compliance Manager |
| <b>Salary</b>          | \$118,000.00 p.a.                 |
| <b>Employment Type</b> | Permanent Full-time               |
| <b>Reports to</b>      | Chief Executive Officer           |
| <b>Direct Reports</b>  | N/A                               |
| <b>Location</b>        | Darwin, NT                        |

### Position Overview

The Governance and Compliance Manager is responsible for ensuring that the Groote Archipelago Regional Council operates within the legal and regulatory frameworks while promoting effective governance practices. This role involves managing compliance programs, conducting audits, and providing guidance to enhance transparency and accountability within the Council.

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### Key Responsibilities

1. Governance Framework
  - Develop, implement, and review governance policies and procedures to ensure compliance with relevant legislation, regulations, and best practices.
  - Assist in the development of the Council's annual, and strategic plans and ensure alignment with governance frameworks.
  - Support the Council in fulfilling its governance responsibilities and obligations to stakeholders and facilitate Council meetings.
2. Compliance Management
  - Monitor compliance with statutory obligations, regulations, and internal policies.
  - Conduct regular compliance audits and assessments to identify areas of risk and recommend improvements.
  - Prepare compliance reports and present findings to management and Council meetings.

### 3. Risk Management

- Assist in the identification, assessment, and management of risks associated with governance and compliance activities.
- Develop and implement risk management strategies and training programs for staff.
- Collaborate with various departments to integrate risk management into operational processes.

### 4. Training and Awareness

- Develop and deliver training sessions on governance and compliance topics for Council staff and elected officials.
- Promote awareness of governance and compliance requirements throughout the Organisation.
- Provide ongoing support and advice to staff regarding governance and compliance issues.

### 5. Stakeholder Engagement

- Liaise with external regulatory bodies, auditors, and stakeholders to ensure compliance with relevant legislation.
- Foster positive relationships with internal and external stakeholders to enhance governance practices.
- Assist in the preparation of documentation and reports for Council meetings and external audits.

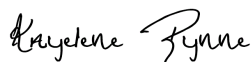
### **Key Selection Criteria**

- Bachelor's degree in law, Public Administration, Governance, or a related field.
- Proven experience in governance, compliance, or risk management, preferably within a public sector or regional council environment.
- Strong understanding of relevant legislation, regulations, and best practices in governance and compliance.
- Excellent communication, interpersonal, and analytical skills.
- Ability to work independently and collaboratively in a team environment.
- Proficient in Microsoft Office Suite and governance management systems.
- Knowledge of the Groote Archipelago community and regional governance issues.
- Experience in Indigenous engagement and culturally appropriate governance practices.
- Strong problem-solving abilities and attention to detail.

### **Conditions of Employment**

- The role may require travel and overnight stays within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.

The Groote Archipelago Regional Council is a committed Equal Employment Opportunity (EEO) employer.



**Kayelene Rynne**  
**Acting Chief Executive Officer**  
**Groote Archipelago Regional Council**