

GOVERNANCE OFFICER



- East Perth location
- Attractive salary packaging
- \$75,000

Gumala Aboriginal Corporation (GAC) is an alliance of three language groups in the Pilbara area of Western Australia, working to alleviate poverty and promote self-determination for the Banyjima, Innawonga and Niyaparli people.

The Governance Officer actively contributes to a range of activities that ensure good corporate governance by the Board and Management of Gumala Aboriginal Corporation.

We're looking for a highly-motivated team player with strong analytical and excellent communication skills – both written and verbal.

Core duties include but are not limited to:

- Develop, implement and maintain governance, risk and compliance policies, processes and procedures
- Coordinate and deliver professional secretariat services to the Board, Committees and Management of GAC
- Engage in research and prepare written reports and other correspondence
- Implement, manage and apply problem solving approaches to enhance corporate governance outcomes
- Manage Board and committee administration; including preparing minutes and making arrangements for meetings.

This position is based in Perth with occasional travel to Tom Price to attend Board and Committee meetings.

To be considered for this role you will have:

- Tertiary qualification in law or relevant governance experience
- Experience in managing compliance issues in a small to medium not-for-profit organisation
- Ability to understand the CATSI Act
- Well-developed research, analytical and report-writing skills
- Ability to work efficiently with minimal supervision
- High attention to detail

Applicants with previous experience working with Aboriginal people and/or an Aboriginal corporation will be highly regarded.

Gumala is committed to promoting self-determination of its Traditional Owners who are strongly encouraged to apply, as are other Aboriginal and Torres Strait Islander peoples.

In order to be considered for this position, please email your resume and a covering letter addressing the selection criteria to: jobs@gumala.com.au Shortlisting will begin immediately and GAC reserves the right to close the position without notice.

POSITION DESCRIPTION:

Role statement

Reporting to the Senior Governance Advisor, the Governance Officer supports the Board and Management of the Gumala Aboriginal Corporation in meeting its statutory compliance and governance obligations; and ensures the Board responds to the requirements of regulatory bodies. The Officer provides high level administrative and advisory support, including planning and preparation of meetings of the Board and committees, and promotion of best practice governance. The Officer prepares reports, advices and policies for consideration by the GAC Board and Executive to support compliance.

Duties and Responsibilities

Board Secretariat

- Develop and maintain effective reporting systems for the Board and Committees.
- Establish meeting dates for the Board and any subcommittees; prepare and distribute Board packs and keep minutes of meetings;
- Facilitate and oversee governance-related projects, including the convening of Annual General Meetings and Member consultation meetings;
- Liaise with and facilitate coordination between the office of the EO and related agencies to ensure governance and funding compliance;
- Develop relationships with, and gain cooperation and assistance of internal and external stakeholders.
- Maintain various registers including traditional owner members, action, resolution, complaints, contract and risk management.
- Conduct board inductions, for new directors

Research and Reporting

- Undertake necessary detailed research and prepare reports for consideration by the EO and Board on a range of strategic issues;
- Interpret and provide advice on relevant rules and regulations;
- Update policies, develop and implement management systems to support compliance.

Advice and Support

- Provide comprehensive advice, executive briefs and assistance to the EO regarding governance and issues impacting on GAC;
- Provide training and guidance to staff on governance matters;
- Provide timely and accurate advice to the Board to facilitate compliance.
- Manage complaints in a professional and confidential manner
- Undertake regular internal compliance audits.

Risk Assessment and Mitigation

- Maintain a framework for the systematic review of governance documentation, and policies and processes relating to the development, approval and review of activities undertaken by GAC;
- Develop and maintain a Board manual of processes, practices and protocols that meet best governance practice standards and comply with GAC's statutory compliance obligations.

You may be required to perform other related duties as assigned.

Health & Safety Responsibilities:

As part of your duties and responsibilities, you are also expected to:

- Take reasonable care for your own health and safety,
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons, and
- Comply, so far as you are reasonably able with any reasonable instruction given by Gumala Aboriginal Corporation to allow the company to comply with health and safety legislation; and
- Cooperate with any reasonable policy or procedure of Gumala Aboriginal Corporation that relates to work health or safety and that has been notified to workers.

Additional Information

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important duties and responsibilities of the position. The duties and responsibilities mentioned may be altered in accordance with the changing requirements of the role.

Selection Criteria

Skills:

- High level research and report writing skills
- Excellent verbal and written communication skills
- Strong attention to detail
- Highly developed organisational skills with the ability to manage multiple tasks and competing deadlines
- Demonstrated skills in handling confidential matters and information

Abilities:

- Proven ability to read research and assimilate complex information in the form of legislation and guidelines, and use that information to provide advice to stakeholders
- Ability to work independently and efficiently
- Proven ability to work in a small team in a busy and dynamic environment

Education and Experience:

- Tertiary qualification in Business, Commerce or Law or relevant extensive experience.
- Experience in managing compliance issues in a small to medium not-for-profit organisation.
- Proven experience in research and project work.

Knowledge:

- Ability to understand the CATSI Act
- You are expected to acquire a sound understanding of the General Gumala Foundation Trust Deed and the GAC Rule Book, which are core documents to the efficient and effective operations for Gumala Aboriginal Corporation and its related entities.
- Cultural sensitivity, with a demonstrated understanding of and alignment with Aboriginal cultural values.

Special Requirements

This position will sometimes require working outside of scheduled hours in order to accommodate meetings and the schedules of Board and committee members, and to achieve tasks within a given timeframe. Some travel to the Pilbara will also be required.