



## Governance Officer

### POSITION DESCRIPTION

*This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.*

<b>Position Title</b>	Governance Officer
<b>Reports To</b>	Governance Manager
<b>Direct Reports</b>	None
<b>Salary &amp; Term</b>	<ul style="list-style-type: none"><li>• Ongoing, subject to continued funding</li><li>• Salary of \$85,000 - \$97,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.</li></ul>
<b>Overview</b>	<ul style="list-style-type: none"><li>• The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits.</li><li>• The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone.</li><li>• The Assembly's governance structure includes the Assembly Chamber (meeting of all Members), the Board of Directors and four Committees.</li><li>• This role is responsible for supporting the governance operations of the Assembly by assisting with Assembly Chamber business, Board business, Committee business.</li></ul>
<b>Key Duties</b>	<ul style="list-style-type: none"><li>• Provide administrative support to the Governance Manager in relation to Assembly Chamber business, Board business and Committee business.</li><li>• Prepare agendas, meeting papers and correspondence for governance meetings across the organisation.</li><li>• Maintaining efficient administrative systems and processes in the governance area to ensure continuous improvement and best practice.</li></ul>



	<ul style="list-style-type: none"> <li>• Assist the Governance Manager to provide advice on compliance with the Assembly Constitution, legislation, policy and procedures.</li> <li>• Work with various teams across the organisation to provide supports to Members for governance meetings.</li> </ul>
<b>Skills and experience required</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of Victorian Aboriginal Communities</li> <li>• Ability to deal with sensitive and complex matters.</li> <li>• Excellent relationship management skills.</li> <li>• Excellent organisational skills.</li> <li>• Good oral and written communication skills.</li> <li>• Passionate about being part of cultural change and policy reform for Aboriginal people in Victoria.</li> <li>• Experience in the area of governance and compliance in the corporate, community or public sector is desirable.</li> <li>• Degree or diploma qualified or equivalent experience desirable.</li> </ul>
<b>Key Selection Criteria</b>	<ol style="list-style-type: none"> <li><b>1. Demonstrated capacity to succeed in the Aboriginal community-controlled sector.</b> Willing and able to support the Governance Manager of an organisation that is Aboriginal controlled and representative of Victorian Aboriginal communities., and act in accordance with the Assembly values.</li> <li><b>2. Demonstrated capacity for success in a complex and contested environment.</b> Willing and able to assist with the provision of governance support and compliance and to also support the Governance Manager in the management of Board business, Assembly Chamber business and Committee business.</li> <li><b>3. Demonstrated capacity for achieving results through others</b> Willing and able to collect and share ideas and information, collaborate with others within the Assembly including Members and staff. Able to engender commitment, and comradery.</li> <li><b>4. Demonstrated capacity to manage and develop self.</b> Willing to contribute to their own development and gain new knowledge and skills act with flexibility and persevere in the face of adversity without sacrificing their own well-being or that of others in the organisation. Demonstrated ability to exercise initiative, to work innovatively, independently, and consistently under pressure to meet demanding deadlines.</li> <li><b>5. Demonstrated capacity to achieve the highest standards of integrity</b> Willing and able to work in a way that supports the achievement of the Assembly values and builds the reputation of the Assembly.</li> </ol>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• MS Office proficiency</li> </ul>