





## Governance and Business Officer

 LOCATION	 EMPLOYMENT	 TEAM	 LEVEL
Hobart	0.6 FTE	Business Services	Level 3-4

### Strategic contribution – your impact

The Governance and Business Officer supports the effective operation of NRM South by ensuring the organisation operates smoothly through strong governance and compliance coordination, systems discipline, and operational administration.

The role strengthens organisational integrity by coordinating governance processes, maintaining organisational systems and records, and ensuring policies, registers, compliance obligations and administrative functions remain current, accessible, and effective. Acting as a central coordination point across governance, compliance and business operations, the role helps ensure commitments, actions and obligations are proactively managed and delivered.

### Position overview – what the position looks like






This role provides structured and reliable coordination across governance, compliance, organisational systems and business administration functions.

The Governance and Business Officer ensures that core organisational processes operate effectively, documentation remains current and accessible, and governance and compliance requirements are proactively planned, coordinated and met. The role acts as a central coordination point for governance, records management, compliance tracking and business administration, maintaining organisational discipline and ensuring actions, obligations and deadlines are monitored and followed through to completion.

The role supports management staff by maintaining consistency, organisation, accountability and follow-through across internal operations. This role combines governance and systems coordination, and business administration to support an efficient, compliant and well-organised organisation.

### About NRM South – Who we are

NRM South is a values-driven organisation, with people who:

-  love to innovate
-  pursue excellence in their work
-  are passionate about natural resource management
-  enjoy collaborating, value diversity and inclusiveness
-  are committed to achieving outcomes that benefit Tasmania's environment and communities

### OUR PURPOSE

NRM South is a not-for-profit organisation that works to keep our natural and productive landscapes healthy over the long term.

We are one of three natural resource management bodies in Tasmania and part of a national network of 54 similar entities.

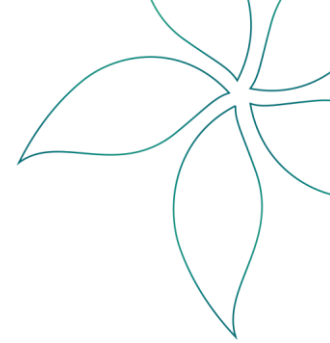
We are the 'go to' organisation for planning and delivery of natural resource management in southern Tasmania. We work in partnership with government, research, industry, NGOs, regional bodies, and the community to deliver strategic, coordinated, and collaborative programs.

### OUR VISION

*To facilitate collaborative action for healthy landscapes and seascapes, protected natural values, and sustainable livelihoods and lifestyles.*

### REGIONAL STRATEGY 2023

<https://nrmsouth.org.au/about-us/our-strategy/>



## Position relationships – Who you will be working with

Supervisor	Head of Business Services
Direct reports	* N/A
Internal relationships	* NRM South CEO and Leadership Team
	* All staff
	* NRM South Board Directors and Committee members
Stakeholders	* Government agencies (Commonwealth, State and Local)
	* Funding bodies and delivery partners
	* Other NRMs
	* Contractors, consultants and technical experts

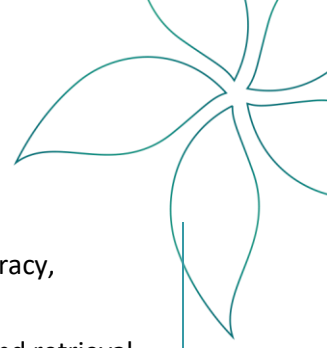
## Key accountabilities - What we expect of you

The Governance and Business Officer is accountable for:

- \* Coordinating Board and committee administration, secretariat support, governance actions and governance calendars
- \* Coordinating and maintaining governance systems, policies, registers, compliance documentation and organisational calendars to ensure obligations are identified, tracked and delivered on time
- \* Maintaining organisational records management, document control and information management systems that support good governance, compliance and audit readiness
- \* Providing business administration and office management support to ensure smooth organisational operations
- \* Coordinating compliance tracking, audit readiness, reporting requirements and governance actions to support organisational accountability and continuous compliance

## Duties and responsibilities - What you will do

Governance Coordination and Secretariat Support	<p>Coordinate Board and committee processes, including agendas, papers, minutes, and action tracking</p> <p>Provide secretariat support for governance meetings, including scheduling, preparation, and follow-up</p> <p>Maintain governance documentation, registers and governance calendars, ensuring review dates, actions and reporting requirements are tracked and followed through</p> <p>Support preparation of reports and documentation for Board, audit, and governance processes</p> <p>Monitor upcoming governance and compliance obligations and coordinate preparation activities to ensure deadlines are met and requirements are completed in a timely manner</p>
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<b>Records, Systems, and Documentation Management</b>	<p>Maintain organisational records management systems, ensuring accuracy, accessibility, and compliance</p> <p>Support document control processes, including versioning, storage, and retrieval systems</p> <p>Ensure governance and corporate documentation is up to date and consistently managed</p> <p>Maintain organisational registers and tracking systems, ensuring information remains current, actions are monitored, and review requirements are completed</p> <p>Promote consistent records management and document control practices across the organisation, supporting good governance and audit readiness.</p>
<b>Business Administration and Office Management</b>	<p>Provide day-to-day office management support, including reception, enquiries, and general coordination</p> <p>Manage office supplies, equipment, and basic operational needs to ensure smooth functioning of the workplace</p> <p>Coordinate meeting logistics, travel arrangements, and internal scheduling support as required</p> <p>Support onboarding of new staff, including systems access, induction coordination, and setup processes</p> <p>Assist with basic procurement administration and supplier coordination (non-contractual management)</p> <p>Support maintenance of workplace facilities, ensuring a safe and functional office environment</p>
<b>Compliance and Organisational Support</b>	<p>Coordinate compliance tracking across organisational obligations, maintaining registers, monitoring deadlines, and supporting timely completion of required actions (ACNC, internal policies, audit requirements)</p> <p>Assist in maintaining an audit-ready environment through accurate record keeping, documentation management and compliance monitoring</p> <p>Assist in maintaining systems and processes that support organisational discipline and accountability</p> <p>Support HR administrative processes (e.g. recruitment activities, onboarding coordination, training coordination, documentation)</p> <p>Provide administrative support to the Head of Business Services and CEO as required</p>
<b>Health and Safety</b>	<p>Contribute to NRM South’s work health and safety (WHS) approach, ensuring systems, practices, and responsibilities are supported and implemented in line with organisational policies and legislation.</p>
<b>Other duties</b>	<p>Fulfil other duties and reasonable directions as specified by the Head of Program Delivery or CEO, within scope of capabilities, experience, and responsibilities.</p>



## Position criteria – What attributes you will have

### Knowledge – What you know

- \* Relevant qualifications or experience in business administration, governance support and organisational coordination, with strong understanding of office management, business systems and administrative processes
- \* Understanding of governance support functions including Board and committee administration (agendas, minutes, actions, document control), records management and organisational compliance
- \* Familiarity with NFP, public sector, environment or NRM contexts (desirable)

### Experience – What you have done

- \* Experience providing business administration and governance/Board support, including office coordination, scheduling, logistics and correspondence
- \* Experience maintaining records management systems, document control frameworks, compliance registers and governance tracking processes
- \* Experience using digital systems for administration and workflow coordination (e.g. Microsoft 365, SharePoint or similar)

### Behaviour – What you can do

- \* Highly organised with strong attention to detail and the ability to manage multiple governance, compliance and administrative workflows
- \* Proactively coordinates actions, takes ownership and follows through to ensure commitments and obligations are delivered on time
- \* Identifies emerging requirements and opportunities to improve administrative, governance and systems efficiency
- \* Able to manage competing priorities, maintain accuracy under pressure and work independently to resolve issues
- \* Clear, professional communicator with strong coordination skills and the ability to work effectively across multiple stakeholders

### Personal Qualities – Who you are

- \* Structured, dependable and calm under pressure, with a practical and service-oriented approach
- \* Discreet, trustworthy and respectful of confidentiality and governance processes
- \* Comfortable working behind the scenes to support organisational performance
- \* Committed to accuracy, continuous improvement and effective systems

### Other Position Requirements

- \* Australian citizen, resident, or existing working rights within Australia
- \* Current Drivers Licence (desirable)
- \* Current National Police Clearance