



## Governance and Compliance Manager

### Position Description

Position Title	Governance and Compliance Manager
Employment Type	Full Time
Salary	\$101,679 - \$114,709
Team	Operations
Report To	General Manager
Direct Reports	None
Location	Brisbane, Canberra or Melbourne

### About Gayaa Dhuwi

Gayaa Dhuwi is the national peak body for Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health, and suicide prevention. As a members based, community-controlled organisation, we are governed by Aboriginal and Torres Strait Islander experts and peak bodies.

Our vision is the highest attainable standard of social and emotional wellbeing, mental health, and suicide prevention outcomes for Aboriginal and Torres Strait Islander Peoples. Our role is to lead and advocate for systemic change that places the voices, strengths, and needs of Aboriginal and Torres Strait Islander Peoples at the centre of national policies and reforms.

We work in a fast-paced national policy and reform environment where priorities can shift quickly in response to government processes, parliamentary inquiries, sector developments, member priorities, emerging evidence, and national reform opportunities. As a result, our team needs to be made up of individuals who can understand complex policy and service systems, work respectfully within an Aboriginal and Torres Strait Islander leadership and organisations, and produce high-quality work across social and emotional wellbeing, mental health, and suicide prevention.

Gayaa Dhuwi's work is long-term with progress often requiring sustained advocacy, careful relationships, strong evidence and the ability to keep work moving over time. People who thrive at Gayaa Dhuwi are steady, thoughtful, organised, respectful, clear in their communication and able to maintain perspective while working on issues that matter deeply to our peoples and communities.



### The Role

The Governance and Compliance Manager supports Gayaa Dhuwi's governance, risk and compliance function, ensuring the organisation meets its legal, regulatory and funder obligations and that its internal governance systems are robust, current and well-managed. The role is the primary point of expertise for governance and compliance matters across the organisation.

Working under the General Manager, the Governance and Compliance Manager is responsible for board support, funder reporting and acquittals, risk and compliance registers, contract management, and liaison with the organisation's external advisors including the CFO, Company Secretary and legal counsel. The role requires someone who understands the governance obligations of a community-controlled not-for-profit and can manage a complex compliance environment with precision and professionalism.

This is a role that requires strong attention to detail, sound judgement in identifying and managing risk, clear written communication, and the ability to manage multiple compliance workstreams simultaneously without any obligation falling through the cracks. The successful candidate will be organised, reliable and trusted by the General Manager and CEO to keep the organisation's governance house in order.

### Key Responsibilities

- Coordinate board meeting logistics, including scheduling, paper preparation and distribution, and venue or virtual platform management.
- Prepare and collate board packs, agendas and supporting materials in accordance with agreed governance timelines.
- Record accurate and timely minutes for board and committee meetings, and maintain action registers through to completion.
- Maintain board registers, director records, declarations of interest and other governance documentation in an organised and current state.
- Liaise with the Company Secretary and legal counsel on governance matters as directed by the General Manager.
- Lead the preparation and submission of funder reports and acquittals, ensuring all reporting obligations are met accurately and within required timeframes.
- Maintain a forward schedule of reporting obligations across all funding agreements.



- Liaise with the CFO and program leads on financial and activity reporting as required.
- Maintain and update the organisational risk register, ensuring risks are identified, assessed and have current mitigation strategies.
- Lead compliance monitoring across the organisation, including legal, regulatory and contractual obligations.
- Manage the contract register, tracking key dates, obligations and renewal requirements across all organisational contracts.
- Coordinate the organisation's relationship with external advisors including the CFO, Company Secretary and legal counsel.
- Undertake other duties as required.

### **Performance and Behaviour Expectations**

- Delivers board governance support to a consistently high standard, including papers prepared and distributed on time, minutes accurate, and action items tracked through to completion.
- Maintains governance registers and documentation that are current, organised and accessible.
- Manages relationships with the Company Secretary and legal counsel professionally and effectively.
- Maintains a current and accurate risk register with up-to-date mitigation strategies, and flags emerging risks to the General Manager in a timely way.
- Meets all funder reporting and acquittal deadlines accurately and without requiring last-minute intervention.
- Manages the contract register proactively, ensuring key dates and renewal requirements are tracked and actioned in advance.
- Produces written governance and compliance documents, including reports, minutes, registers, correspondence that are accurate, well structured and suitable for board and funder use.
- Manages multiple compliance workstreams simultaneously without any obligation falling through the cracks.
- Works with a high degree of accuracy and attention to detail in all governance and compliance functions.
- Works respectfully within an Aboriginal and Torres Strait Islander organisation and understands the governance obligations and cultural responsibilities of a community-controlled organisation.



## Gayaa Dhuwi (Proud Spirit) Australia

Aboriginal and Torres Strait Islander Leadership in Social and Emotional Wellbeing, Mental Health and Suicide Prevention

- Works constructively with the General Manager, CEO and external advisors, maintaining clear communication on compliance matters.
- Handles sensitive governance, personnel and financial matters with discretion and professionalism.

### Qualifications, Knowledge and Experience

- Relevant tertiary qualifications in governance, law, business administration or a related field, or equivalent professional experience.
- Demonstrated experience in a governance, compliance or company secretariat role, including board support, funder reporting and risk management.
- Understanding of the governance obligations of a not-for-profit or community-controlled organisation, including relevant legislative and regulatory requirements.
- Demonstrated ability to work respectfully and effectively within an Aboriginal and Torres Strait Islander organisation, or with Aboriginal and Torres Strait Islander Peoples, organisations and communities.
- Strong written communication skills, including the ability to prepare board papers, minutes, reports and compliance documentation to a high standard.
- Exceptional attention to detail and the ability to manage multiple compliance obligations simultaneously without errors.
- Sound judgement and discretion in handling sensitive governance and financial matters.
- Proficiency in document management systems and Microsoft Office suite.

### Selection Criteria

1. Demonstrated ability to work respectfully within an Aboriginal and Torres Strait Islander leadership organisation, including understanding of cultural protocols, self-determination and the importance of Aboriginal and Torres Strait Islander leadership.
2. Demonstrated experience in governance, compliance or company secretariat work, including board support, funder reporting, risk registers and contract management.
3. Demonstrated ability to manage multiple compliance obligations simultaneously, maintain accurate and current governance records, and meet reporting deadlines consistently.



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4. Demonstrated written communication skills, including the ability to produce accurate board papers, minutes, compliance reports and governance correspondence.
5. Demonstrated sound judgement and discretion in handling sensitive governance, legal and financial matters, and in liaising with external advisors including legal counsel and company secretaries.

### Benefits

- Competitive salary package including superannuation, four weeks of annual leave with annual leave loading, salary sacrificing options, and a mobile phone allowance.
- Flexible working arrangements working from home two days per week on a Monday and Friday, and in the office three days per week on a Tuesday, Wednesday and Thursday.
- Professional development support and mentoring from the executive leadership team.

### Eligibility

- Aboriginal and Torres Strait Islander people are encouraged to apply for this opportunity under section 51 of the Equal Opportunity Act 1984.
- Applicants must be an Australian citizen or have permanent residency status pending the granting of Australian citizenship. All successful applicants for the position will be asked to complete pre-engagement checks including national police check and a working with vulnerable people check.

### Additional Notes

- Travel to other parts of Australia will be required from time to time.