



Position Description

NORTH AUSTRALIAN ABORIGINAL FAMILY LEGAL SERVICE

Governance Officer

Position Title	Governance Officer
Location	Darwin: hybrid (on-site with flexibility to work from home)

About NAAFLS

NAAFLS is an Aboriginal Community Controlled Organisation (ACCO) and independent Family Violence Prevention Legal Service (FVPLS), providing culturally sensitive legal advice, assistance, representation, and support to Aboriginal and Torres Strait Islander people across the Top End who have experienced domestic, family, and sexual violence. NAAFLS is a member of Community Legal Centres Australia (CLCA) and, as an FVPLS, NAAFLS sits alongside 14 other services across Australia under a national peak body, First Nations Advocates Against Family Violence (FNAAFV).

We are a victim-based Aboriginal legal service in the Top End, and to ensure direct service provision to our 350,000km² coverage area, we have offices in Darwin, Katherine and Nhulunbuy. We service over 40 remote Aboriginal Communities across the Top End, spanning from the Tiwi Islands west to Lajamanu, Timber Creek and Wadeye, and east across to Borroloola.

Alongside our core legal service, NAAFLS delivers a suite of programs that provide wraparound, holistic support to people affected by family violence. These include the NT Indigenous Family Legal Support Service (NTIFLSS), which supports families navigating the child protection and family law systems; the Leaving Violence Program (LVP), which provides intensive, practical support to people leaving a violent relationship; and the Miyalk Domestic and Family Violence Shelter (Miyalk Safehouse), which provides safe crisis accommodation for women and children escaping family violence.

We offer a holistic and culturally appropriate model of service which sets us apart, seeking practical community-based solutions to the most complex legal problems. Our service delivery is led by a dedicated and highly experienced team of Aboriginal and Torres Strait Islander caseworkers. NAAFLS is a Child Safe Organisation, committed to the safety and wellbeing of all children and young people who engage with our services.

Our primary practice areas are family law, child protection, and domestic violence; though we frequently intervene in coronial inquiries, parliamentary inquiries, and other administrative or criminal proceedings as required.

About the Role

The Governance Officer plays a key role in supporting strong, effective and culturally safe governance across NAAFLS. The role contributes to the integrity of organisational governance by coordinating Board and



Committee processes, maintaining accurate governance records, and supporting compliance with ORIC, ACNC and the NAAFLS Rule Book.

Reporting to the Chief Executive Officer (CEO) and working closely with the CEO and the Board, the Governance Officer ensures governance activities are well coordinated, well documented, and delivered in a timely and accurate manner. As such, we are looking for a highly organised and efficient individual, with a keen eye for detail.

The role also provides administrative and compliance support to NAAFLS's various Sub-Committees and working groups, coordinating meeting logistics, papers and minutes, and helping track each group's compliance and reporting obligations.

The role supports the smooth operation of governance systems and contributes to continuous improvement in governance practices, record keeping and compliance processes across the organisation. This is a full or part-time position based in Darwin with a hybrid working arrangement, including flexibility to work from home from time to time. Attendance at Board and Committee meetings, including occasional after-hours meetings (with time off in lieu), is required.

Key Responsibilities

1. Governance Coordination

- Coordinate governance processes, systems and documentation across the organisation.
- Maintain and update governance registers, policies and compliance records.
- Support the preparation and organisation of governance documentation for Board and Executive consideration.
- Contribute to maintaining structured and reliable governance systems that support organisational accountability.

2. Board and Committee Support

- Coordinate Board and Committee meeting processes including agendas, papers, logistics and minutes.
- Provide administrative and compliance support to NAAFLS's Board Sub-Committees, including the Finance, Audit & Risk Management (FARM) Committee, the Work Health & Safety Committee, the Reconciliation Action Plan (RAP) Working Group, and the Child Safe Organisation Committee.
- Attend Board and Committee meetings to support accurate governance recording and administration.
- Prepare clear, accurate and timely minutes, action registers and follow-up documentation for the Board and each Sub-Committee.
- Maintain Board and Committee records including attendance, declarations of interest and membership registers.
- Support coordination of the Annual General Meeting (AGM), ensuring governance requirements are met.

3. Compliance Support

- Support NAAFLS compliance with ORIC, ACNC and other statutory reporting requirements.
- Assist in preparing governance and compliance documentation for submission.
- Maintain compliance registers and reporting schedules to ensure obligations are met, including those specific to the WHS Committee, FARM Committee (Financial, Audit & Risk reporting cycle), the RAP Committee (Reconciliation Action Plan reporting and tracking), and the Child Safe Organisation Committee (NT Child Safe Standards compliance).
- Maintain a compliance calendar mapping key ORIC, ACNC and funding body reporting deadlines across the year.

- Support audit and review processes through the provision of accurate governance records and documentation.

4. Stakeholder Support

- Provide coordination support between the Board, Board Sub-Committees, Chief Executive Officer and Executive Team.
- Ensure governance information is communicated clearly and accurately to relevant stakeholders, including Committee Chairs and members.
- Build and maintain respectful, professional working relationships across the organisation.

5. Continuous Improvement

- Contribute to the ongoing improvement of governance systems, processes and documentation.
- Support the development and refinement of governance templates, tools and registers.
- Identify opportunities to improve efficiency, accuracy and consistency in governance practices.
- Escalate governance or compliance matters to the CEO in a timely manner.

6. Organisational Contributions

- Support organisational meetings, projects and initiatives as required.
- Uphold confidentiality and integrity in handling sensitive governance and Board information.
- Contribute to a culture of accountability, transparency and good governance.
- Comply with organisational policies and procedures, including WHS, privacy and ethical standards.
- Participate in special projects and other reasonable duties as directed by the CEO.

Selection Criteria

Essential

1. Experience in governance, compliance, administration or coordination roles.
2. Understanding of governance frameworks and regulatory requirements (ORIC, ACNC or equivalent).
3. Experience supporting Boards, Committees or senior staff.
4. Strong organisational and time management skills.
5. High attention to detail and accuracy.
6. Strong written and verbal communication skills.
7. Ability to work independently under direction with minimal supervision, while knowing when to escalate issues appropriately.
8. Ability to handle highly sensitive and confidential information with discretion at all times.
9. Ability to work to strict deadlines, particularly in relation to governance and regulatory reporting requirements.
10. Shows cultural sensitivity and respect when working with Aboriginal and Torres Strait Islander peoples and communities.
11. High level of integrity, confidentiality and professionalism.
12. Must obtain a Working with Children Clearance (WWCC) and a clear National Criminal History Check.

Desirable

1. A degree in law, business administration, governance, or a related field is preferred.
2. Relevant professional qualifications (e.g., Governance Institute of Australia) would be advantageous.
3. Experience supporting sub-committees such as audit and risk, reconciliation, or child safety committees.



While NAAFLS is an equal opportunity employer, Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.



Employment Conditions

Position Title	Governance Officer
Location of Employment	Darwin: hybrid (on-site with flexibility to work from home)
Reports To	CEO
Probationary Period	6 months
Employment Type	12 months fixed term, full-time or part-time available. Hybrid working arrangement, with flexibility to work from home.
Hours of Work	Monday to Friday, 8.15am – 4.21pm
SCHADS Award Level	Classification Level 5 - 6
Remuneration	Salary \$105,577.68 to \$120,437.20 per annum
Salary Packaging	As a Public Benevolent Institution (PBI), NAAFLS can offer up to \$15,899 per annum of the salary, tax-free as a fringe benefit (conditions apply).
Superannuation	12%
Leave Entitlement	6 weeks per annum plus 17.5% annual leave loading
Personal/Carer's Leave	15 days per annum
Equipment Supplied	Laptop Mobile Uniforms
Additional Benefits	Time off in Lieu of Overtime Travel Allowance Individual training budget Monthly Wellbeing Day (FT) Paid parental leave applicable to Primary or Secondary Carer (6 weeks paid after 12 months service) Study Leave
Mandatory Employment Requirements	Obtain a Working with Children Clearance (WWCC) Obtain a clear Criminal History Check Possess a current 'C' Class NT Drivers Licence
Conditions of Employment	Social, Community, Home Care and Disability Services Industry Award 2010 National Employment Standards Fair Work Act