Governance, Strategy & Compliance Manager

POSITION DESCRIPTION

Hours	Reporting To	Location	Contract	Job Level	Direct Reports
Full time / Part time	ED Corporate Services	Kalimna or Morwell (with Travel to Kalimna)	Ongoing	Senior Manager	Yes

GLaWAC considers that being of Gunaikurnai or Aboriginal heritage is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic.)

Role Purpose

The Governance, Strategy and Compliance Manager provides leadership across governance, strategic planning, organisational performance, compliance and risk management at GLaWAC.

The role supports the Board, CEO and Executive Team to maintain strong governance systems, meet legal and funding obligations, and leads the annual business planning cycle across the organisation.

The position also plays an important role in supporting accountability to the Gunaikurnai community by coordinating governance processes, including Annual General Meetings, Authorisation Meetings and Native Title Holder Consent processes, helping strengthen self-determination and positive outcomes for Gunaikurnai people, culture and Country.

The Role

Governance and Board Support

- Maintain GLaWAC's governance framework.
- Support the Board, Board sub-committees, CEO and Executive Team to meet governance obligations and make informed decisions.
- Coordinate governance reporting, records, registers and documentation.
- Identify governance risks and opportunities for improvement.

Community Governance and Member Engagement

- Coordinate Annual General Meetings, Authorisation Meetings and Native Title Holder Consent Decision processes.
- Support the planning and administration of other significant community forums.
- Ensure governance information is communicated clearly and accessibly to community members.
- Support culturally appropriate governance practices that strengthen community participation and self-determination.

Governance, Strategy & Compliance Manager

POSITION DESCRIPTION

Strategic Planning and Organisational Performance

- Coordinate the annual business planning process.
- Ensure business plans align with the Strategic Plan and Gunaikurnai Whole of Country Plan.
- Maintain organisational strategy and performance reporting systems.
- Prepare organisational performance reports and dashboards for Executive, Board and Committees.
- Coordinate strategic reviews and continuous improvement initiatives.

Compliance, Risk and Assurance

- Develop organisational compliance, risk and assurance frameworks and maintain registers.
- Monitor compliance with legislation, funding agreements, contracts, policies and governance requirements.
- Coordinate compliance reporting, audits, risk monitoring and assurance activities.
- Identify compliance and risk issues and support improvement actions.

Procurement and Tender Oversight

- Provide oversight of procurement and tender activities.
- Ensure procurement processes comply with organisational policy, funding requirements and probity principles.
- Promote opportunities for Gunaikurnai businesses, Aboriginal businesses and social procurement outcomes.

Leadership and People Management

- Provide leadership, mentoring and support direct reports.
- Foster a culturally safe, inclusive and high-performing workplace.
- Support employee performance, capability development and accountability.
- Contribute as a member of the senior leadership team.
- Build organisational capability in governance, planning, compliance and risk management.

Essential Skills / Experience

- Demonstrated experience in governance, strategy, compliance, risk management, organisational performance or a related leadership role.
- Experience supporting Boards, Committees and senior leaders within a complex organisation.
- Experience leading organisational planning, reporting, policy development and continuous improvement initiatives.

- Experience managing compliance, funding, contractual or regulatory obligations.
- Strong communication, relationship-building and analytical skills, including the ability to prepare reports and advice for governance and leadership audiences.
- Relevant qualifications and/or equivalent experience, with a demonstrated commitment to cultural safety, accountability and continuous improvement.

Desirable Skills / Experience

- Experience working within an Aboriginal Community Controlled Organisation, Traditional Owner Corporation or not-for-profit organisation.
- Understanding of the Corporations (Aboriginal and Torres Strait Islander) Act, Native Title Act, Aboriginal corporation governance and accountability requirements.
- Experience supporting community governance processes, including Annual General Meetings, Authorisation Meetings or Native Title governance activities.
- Experience working respectfully and effectively with Aboriginal and Torres Strait Islander communities.

Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office
- Always demonstrate GLaWAC values
- Where required, employees may need to meet vaccination requirements in accordance with legislation, public health directions or workplace requirements. Evidence or a medical exemption may be required.
- Current Victorian Manual Driver's Licence
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Working With Children Check and/or Police Check
- Other duties as required

Our Commitment

GLaWAC strongly encourages applications from Aboriginal and Torres Strait Islander people.
We value cultural knowledge, lived experience, community leadership and diverse career pathways. Equivalent experience gained through Aboriginal organisations, Traditional Owner Corporations, community leadership roles, local government, not-for-profit organisations or similar environments will be highly regarded.
GLaWAC is committed to providing a culturally safe, inclusive and respectful workplace where all employees are supported to succeed