

**JOB DESCRIPTION****TITLE:** Policy and Governance Officer**LEVEL:** BAND LEVEL 6**RESPONSIBLE TO:** DIRECTOR GOVERNANCE AND COMMUNITY

Position Status:	Ongoing – Full Time	
Position Approved by:	 Rebecca Taylor, Director Governance and Community	24/08/2026 Date

POSITION OBJECTIVES:

To coordinate across all program areas the policies and procedures for identification, monitoring and reporting of risks and the appropriate controls to minimise Council's risk exposure. Also to coordinate and measure the effectiveness of Council's Records Management practices.

KEY RESPONSIBILITIES:

- Develop and review policies, legal manuals, templates and operating procedures for Council.
- Develop, deploy and manage Council's Risk Management Framework and function, including maintaining its Risk Register and all reporting requirements.
- Provide assistance and administrative support to the Risk Management and Audit Committee.
- Follow up and action required audit recommendations and associated governance activities including the efficient management of governance records for Council.
- Monitor policy proposals, discussions and reports from the NT Government and other relevant professional industry bodies and coordinate response to these, where required.
- Administer and audit Council's document management system and organise archiving and disposal in line with policy and legislation.
- Administer Council's insurance portfolio and relevant claims.
- Meet all Occupational Safety and Health requirements and follow appropriate safety and health practices for self and others.

- Effectively use Council's document management system ensuring tasks are actioned on time.
- Fulfil other tasks as required within the relevant level of this role.
- Operate within the delegated authority defined in Council's Delegations Register.

CLASSIFICATION AND KEY SELECTION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Accountable to the Director Governance and Community.
- Responsible for providing a specialised service and for completing work with elements of complexity.
- Make internal and external recommendations which represent Council to the public and/or other organisations.

JUDGEMENT AND PROBLEM SOLVING:

- Required ability to solve problems and make judgement with analysing a number of options.
- Judgment requires some creativity and originality.

SPECIALIST KNOWLEDGE AND SKILLS:

- Experience in policy development, implementation, review and audit.
- Demonstrated experience in local government functions.
- Demonstrated experience in the administration and audit of Risk Management Frameworks.

MANAGEMENT SKILLS:

- Ability to coordinate projects through to completion.
- Ability to work autonomously and/or in a team environment.
- Ability to efficiently and effectively plan and use own time in setting priorities to achieve set objectives within set timelines.
- Ability to engage consultatively people across different operational levels.

INTERPERSONAL SKILLS:

- Ability to relate professionally with a diverse range of people.
- Demonstrated interpersonal skills including persuasive skills.
- Excellent verbal and written communication skills.
- Ability to write detailed and non-standard reports and correspondence.

QUALIFICATIONS AND EXPERIENCE:

- Relevant Diploma or Advanced Diploma in a relevant discipline preferably in a Local Government context.
- Experience in risk management and compliance.

KEY SELECTION CRITERIA:

- Relevant Diploma in a relevant discipline and/or experience, preferably in a Local Government context.
- Proven ability to interpret and implement policies, procedures, systems and legislation relevant to the role.
- Demonstrated self-management skills including time management.
- Excellent verbal and written communication skills.
- Ability to relate professionally with a diverse range of people.
- Demonstrated experience in the administration and audit of Risk Management Frameworks.
- Current NT Driver's license.

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee: