

Governance Officer



- Generous Salary Packaging
- East Perth location
- 12-month contract with possibility of extension

Gumala Aboriginal Corporation (GAC) works to alleviate poverty and promote self-determination for the Banjima, Yinhawangka and Nyiyaparli people of the Pilbara region in Western Australia.

Reporting to the Executive Officer, the Governance Officer provides administrative support and services to the Executive Officer and Board of Gumala Aboriginal Corporation, delivering excellent service and ensuring compliance with regulatory requirements at all times. The position is responsible for the preparation of Board and Committee agenda and minutes, and the development and maintenance of policies and key Corporate documents.

Key responsibilities include but are not limited to:

- Delivering professional secretariat services to the Board, Committees and Management of GAC
- Preparing and distributing Board and Committee documentation
- Booking travel and accommodation for Board members
- Preparing reports on strategic issues for consideration by the EO and Board
- Regularly reviewing/updating internal policies

Our ideal candidate will have:

- Experience in research and report writing
- Proven experience in developing, implementing and monitoring policies
- Sound written and verbal communication skills
- Strong organisational skills and the ability to prioritise tasks to meet strict deadlines
- The ability to understand the CATSI Act
- Tertiary qualification in governance and risk management

**To apply for this job: Please send your resumé and covering letter outlining your suitability for the role to gacjobs@gumala.com.au
Applications without a covering letter will not be considered**

Previous experience working in an Indigenous organisation will be highly regarded.

Aboriginal and Torres Strait Islander are encouraged to apply.

Shortlisting will begin immediately and Gumala reserves the right to close this position at any time.