



Position:	Chief Governance Officer (PN912)
Division:	Executive Office
Section:	Executive Office
Salary Level	GOL10
Position Reports to:	Chief Executive Officer
Location:	Alice Springs with travel to remote Communities
Last Review:	July 2025

### Role Description

The Chief Governance Officer (CGO) is responsible for leading and driving high-level coordination and support to the Congress Board, and to Executive Management in support of its Board. The role also undertakes the duties of the Company Secretary.

The CGO plays a critical role in supporting the Chief Executive Officer, working collaboratively with the Executive and Senior Managers, including the General Manager of Information Strategy and Risk to ensure that compliance requirements for Congress as a corporation registered with ORIC are met.

### Team Description

The Chief Governance Officer is part of the office of the CEO that include the Executive Officer.

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at [www.caac.org.au](http://www.caac.org.au).

### Responsibilities

<b>MAIN DUTIES</b>  <i>(This is not a comprehensive list of all duties required of the position)</i>	<ul style="list-style-type: none"><li>• <b>Support the Congress Board by:</b><ul style="list-style-type: none"><li>○ Leading governance responsibilities to effectively deliver on its strategic objectives</li><li>○ Act as the identified contact for corporation matters</li><li>○ Collaborating with the General Manager of Information Strategy and Risk in developing, updating and lodging reports and changes with ORIC to ensure the corporation meets their obligations under the Corporations Aboriginal and Torres Strait Islander (CTASI) Act</li><li>○ Managing the Standing Notice of Interest Register</li><li>○ Ensuring that all corporation board and subcommittee meetings and AGMs are scheduled in line with the Rule Book.</li><li>○ Ensuring board and subcommittee agendas are finalised in consultation with the relevant board or subcommittee Chair and that meeting papers are prepared and distributed in line with the timelines outlined in the Governance Charter</li><li>○ Ensure that board meetings and subcommittee meetings are minuted accurately in line with timelines outlined in the Governance Charter</li><li>○ Providing the board with advice on governance matters</li><li>○ Coordinating the induction of new directors and ensuring all directors complete the full induction program</li><li>○ Facilitating the professional development of directors</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>○ Updating, implementing, maintaining and ensuring compliance of governance policies and procedures</li> <li>• Identify and manage governance risks including the development and implementation of risk mitigation strategies</li> <li>• Remain abreast of contemporary practices and legislation to inform strategic and policy, development initiatives, ensuring continued organisational improvements</li> <li>• Facilitate practices to meet CATSI Act obligations.</li> <li>• Undertake other duties (and training) that are safe, legal, logical, and responsible while being within the limits of employee's skill, competence and training, consistent with the position classification.</li> </ul>
<b>WORK ORGANISATION</b>  <i>(Planning and coordination)</i>	<ul style="list-style-type: none"> <li>• As Company Secretary, and an officer of the corporation, uphold the relevant duties: act with care and diligence; act in good faith; not misuse position or information and not trade while insolvent.</li> <li>• Apply enthusiasm, initiative, flexibility and self-direction to manage the day-to-day governance responsibilities.</li> <li>• Contribute to workplace culture aligned with the organisation's strategy, mission, vision and values outlined by the board.</li> <li>• An understanding that from time to time, there may be a requirement for deployment to other Congress Clinics or sites</li> <li>• Be an active team member and support a service-based work culture showing commitment to the organisation's strategy, mission, vision, and values outlined by the board.</li> <li>• Take all reasonable steps to support the employment, professional development, and promotion of Aboriginal people across all parts of Congress.</li> </ul>
<b>WORK HEALTH AND SAFETY</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace.</li> <li>• Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices.</li> <li>• Ensure WHS non-conformances or incidents/injuries are notified.</li> </ul>
<b>VALUES AND BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Conduct all work in line with Congress values which are: <b>Cultural Integrity</b>, Equity and Social Justice, Respect <b>and Empathy</b>, Recognition, <b>Resourcefulness</b>, Responsibility, Relationships.</li> <li>• Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress.</li> <li>• Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information.</li> </ul>

## Person Requirements *(Qualifications & Attributes)*

### ESSENTIAL

1. Tertiary qualifications in business, social sciences or relevant discipline.
2. Extensive experience working in an Aboriginal community-controlled organisation to manage corporate and community governance, applying community development methodologies.
3. Demonstrated stakeholder management skills with ability to communicate both written and oral at a high level, form positive working relationships, adapt to audience, problem solve and manage conflicts.
4. Well-developed research, analysis, evaluation and reporting skills.

- 5. Excellent project management skills.
- 6. Willingness, ability and appropriate levels of health and fitness to travel to and work from remote locations on a regular basis.
- 7. Working knowledge of the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).
- 8. Current NT driver’s licence or the ability to obtain

**DESIRABLE**

- 1. Is of Aboriginal descent; identifies as an Aboriginal person; and is accepted as an Aboriginal person by the Aboriginal community
- 2. Understanding of quality improvement and clinical governance in a health service delivery context

**Appointment Conditions**

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

*Donna Alchue*

Position Description Authorised by: Chief Executive Officer July 2025

ACKNOWLEDGEMENT		
I have received a copy of the Position Description and have read and understand its contents.		
Employee Name	Signature	Date
Supervisor Name	Signature	Date