



**HealingFoundation**  
Strong Spirit • Strong Culture • Strong People

Position Description	
Position Title:	<b>Governance Officer</b>
Reporting to:	<b>Manager Governance</b>
Direct Reports:	<b>0</b>
Location:	<b>Brisbane or Canberra</b>
Job Type:	<b>Full time</b>
Appointment:	<b>12 months non-ongoing (with possibility of extension)</b>
Competency Framework:	<b>Advanced Practitioner L2 - \$80,898.75</b>
Last updated:	<b>27.09.2022</b>

#### THE HEALING FOUNDATION VISION

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The Healing Foundation is a national Aboriginal and Torres Strait Islander organisation that provides a platform to amplify the voices and lived experience of Stolen Generations survivors and their families.

We work with communities to create a place of safety, providing an environment for Stolen Generations survivors and their families to speak for themselves, tell their own stories, and be in charge of their own healing.

We promote trauma-aware, healing-informed practice to help government, policymakers, and workforces understand their role in intergenerational healing.

By addressing unresolved trauma in First Nations communities – trauma that was caused by colonisation and actions like the forced removal of children – we are walking alongside communities on the path to healing.

We are governed by a First Nations Board and Executive and guided in our work by our Stolen Generations and Youth Reference Groups.

Our work honours our First Nations ancestors who inspire strong spring, strong culture and strong people in all future generations.

## THE ROLE AND THE TEAM

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The role: Governance Officer

In pursuit of The Healing Foundation's strategic objectives, the **People and Governance** team champion good governance and workforce support through our three primary functions: Governance, Human Resources and Risk Management.

## COMPETENCY FRAMEWORK CORE COMPETENCIES AND JOB SPECIFIC COMPETENCIES

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The Healing Foundation Competency Framework is designed to provide a roadmap for leaders and teams to have more specific discussions on 'how to be successful' at the Healing Foundation by articulating what our expectations of ourselves and others are. It is designed to support the achievement of our strategic plan.

Reporting to the **Manager Governance**, your role must demonstrate the following Core competencies and Job specific competencies:

CORE COMPETENCIES	
<b>PEOPLE AND RELATIONSHIPS</b>	<ul style="list-style-type: none"><li>• <b>Live our Values and Guiding Principles:</b> Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others</li><li>• <b>Enhance Health and Wellbeing:</b> Be socially responsible with a genuine commitment to an environment where people are safe, free from harassment of any kind, and where they can enhance their physical, mental and emotional wellbeing</li><li>• <b>Grow Cultural Awareness and Connection:</b> Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on culture, family and country, and how these elements are connected</li><li>• <b>Proactively Engage and Communicate:</b> Build and maintain relationships with respectful and honest communication, that facilitates mutual benefits and outcomes and that encourages and supports all staff to speak up about unwelcome, offensive or illegal behaviours.</li></ul>

<p><b>RESULTS AND EXPERTISE</b></p>	<ul style="list-style-type: none"> <li>• <b>Understand Our Business:</b> Be committed to the organisation’s mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities</li> <li>• <b>Service Delivery:</b> Understand and meet the needs and expectations of our people, communities, suppliers and other key stakeholders and colleagues</li> <li>• <b>Be Accountable and Outcome Focused:</b> Accept responsibility for role, make prompt informed decisions and take focused action to achieve results</li> </ul>
<p><b>INNOVATION AND CONTINUOUS IMPROVEMENT</b></p>	<ul style="list-style-type: none"> <li>• <b>Put Ideas into Action:</b> With innovation at our core, be curious, explore new concepts and be prepared to try new ideas, backing ourselves and each other</li> <li>• <b>Achieve Change:</b> Seek to understand reasons for change and be open to new initiatives, providing constructive feedback and embracing change with resilience</li> <li>• <b>Grow and Share Knowledge:</b> Incorporate learning, knowledge capture and sharing into your work routinely</li> </ul>

<p><b>JOB SPECIFIC COMPETENCIES</b></p>	
<p><b>ROLE &amp; RESPONSIBILITIES</b></p>	<p><b>Adherence to THF general risk principles:</b></p> <ul style="list-style-type: none"> <li>• Do no harm</li> <li>• Prevent harm by others</li> </ul> <p>Reporting to the Governance Manager, the Governance Officer will:</p> <ul style="list-style-type: none"> <li>• Provide Secretariat support for various governance bodies and working groups across THF</li> <li>• Coordinate and prepare agendas, papers, minutes, calendars and meeting outcomes</li> <li>• Contribute to the development of meeting materials</li> <li>• Facilitating and presenting at meetings</li> <li>• Proactively support and work with internal stakeholders to ensure timely and quality preparation of meeting materials</li> <li>• Coordinate face-to-face meetings and activities including booking meeting venues, accommodation, travel, and catering</li> <li>• Maintain business registers including conflict of interest registers and contact lists</li> <li>• Support reporting to the ACNC and ASIC, including annual</li> </ul>

	<ul style="list-style-type: none"> <li>reporting</li> <li>• Support the coordination and delivery of Governance trainings, Board evaluations, strategy sessions, committee membership, recruitment, induction, and retirements</li> <li>• Ensure effective records management</li> <li>• Champion best practice across all Governance functions</li> <li>• Contribute to Budget preparation, development, and tracking</li> <li>• Ensure KPI's and deadlines are achieved and exceeded</li> <li>• Serve as back up for the Governance Manager</li> <li>• Other related duties as required</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Strong understanding or commitment to the First Nations sector demonstrating knowledge, advocacy and prior engagement with First Nations people, and the understanding of and commitment to working in a culturally sound and strengths-based way</li> <li>• General understanding of Governance and Compliance</li> <li>• 1+ year working with Boards and Executives</li> </ul>
<b>MANDATORY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• The employee will undertake and maintain a valid State specific WWVP, AHPRA Certificate of Registration or police clearance based on the legislative requirements of the state or territory in which they reside</li> <li>• Ability to travel and support The Healing Foundation's activities across a variety of regional and remote Aboriginal and Torres Strait Islander communities</li> <li>• Demonstrated cultural competency and an ability to work positively and productively with persons from a variety of international and cultural backgrounds</li> <li>• To ensure the safety of those most vulnerable people in the community, you must be able to provide evidence of COVID-19 vaccination</li> <li>• Demonstrated high-level written and verbal communication skills</li> <li>• Ability to accurately record outcomes</li> <li>• Ability to meet tight deadlines and to work in a changing environment</li> <li>• Ability to multitask with high attention to detail</li> <li>• Ability to work autonomously and as part of a team</li> </ul>
<b>HIGH DESIRABLE CRITERIA</b>	<ul style="list-style-type: none"> <li>• Governance related qualifications</li> </ul>