



Healing Foundation

Strong Spirit • Strong Culture • Strong People

Position Description	
Position Title:	Senior Governance Officer
Reporting to:	Manager Governance
Direct Reports:	Nil
Location:	Flexible location
Job Type:	Full time
Appointment:	3-year Fixed Term Contract (with possibility of extension)
Competency Framework:	Lead Practitioner L1 (\$95,735.93)
Last updated:	02.02.2023

THE HEALING FOUNDATION VISION

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 spirit, strong culture and strong people in all future generations.

THE ROLE AND THE TEAM

The role: Senior 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.

COMPETENCIES AND JOB SPECIFIC COMPETENCIES

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	
PEOPLE AND RELATIONSHIPS	<ul style="list-style-type: none"> • Live our Values and Guiding Principles: Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others • Enhance Health and Wellbeing: 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 • Grow Cultural Awareness and Connection: Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on culture, family and country, and how these elements are connected • Proactively Engage and Communicate: 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
RESULTS AND EXPERTISE	<ul style="list-style-type: none"> • Understand Our Business: Be committed to the organisation’s mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities • Service Delivery: Understand and meet the needs and expectations of our people, communities, suppliers and other key stakeholders and colleagues

	<ul style="list-style-type: none"> • Be Accountable and Outcome Focused: Accept responsibility for role, make prompt informed decisions and take focused action to achieve results
INNOVATION AND CONTINUOUS IMPROVEMENT	<ul style="list-style-type: none"> • Put Ideas into Action: With innovation at our core, be curious, explore new concepts and be prepared to try new ideas, backing ourselves and each other • Achieve Change: Seek to understand reasons for change and be open to new initiatives, providing constructive feedback and embracing change with resilience • Grow and Share Knowledge: Incorporate learning, knowledge capture and sharing into your work routinely

JOB SPECIFIC COMPETENCIES	
ROLE & RESPONSIBILITIES	<p>Adherence to THF general risk principles:</p> <ul style="list-style-type: none"> • Do no harm • Prevent harm by others <p>Job specific competencies include:</p> <ul style="list-style-type: none"> • Provide Secretariat support for various governance bodies and working groups across THF; • Lead the coordination and preparation of agendas, papers, minutes, calendars and meeting outcomes; • Oversee reporting to the ACNC, ASIC, and state regulators as required, including annual reporting; • Lead the coordination of Governance trainings, Board evaluations, strategy sessions, committee membership, recruitment, induction and retirements; • Coordinate and prepare accurate Board and Committee papers in a timely manner and in line with KPI's; • Coordinate Leadership Caucus meetings; • Develop and review Governance manuals, frameworks and policies; • Ensure effective records management; • Contribute to budget preparation, development and tracking; • Champion best practice across the Board and organisation; and • Other related duties as required.

<p>QUALIFICATIONS & EXPERIENCE</p>	<ul style="list-style-type: none"> • 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; • Demonstrated knowledge and prior engagement with First Nations people, and the understanding of, and commitment to, working in a culturally sound and strengths-based way; • Governance qualifications and/or experience required; • Extensive experience working with Boards and/or Executives providing high-level administrative and/or governance support.
<p>MANDATORY REQUIREMENTS</p>	<ul style="list-style-type: none"> • 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 • Ability to travel and support The Healing Foundation’s activities across a variety of regional and remote Aboriginal and Torres Strait Islander communities • Demonstrated cultural competency and an ability to work positively and productively with persons from a variety of international and cultural backgrounds • To ensure the safety of those most vulnerable people in the community, you must be able to provide evidence of COVID-19 vaccination