

POSITION DESCRIPTION

Title: Corporate Governance Coordinator

Classification: HEW5

Status: Part time; 6-month fixed term contract (option to renewal)

FTE: 0.6

Reports to: COO and Company Secretary

Direct reports: None

Issue date: August 2026

JOB PURPOSE

The Corporate Governance Coordinator provides operational support for NAS's corporate and organisational governance functions and, company secretary support. This role focuses on policy management, corporate compliance, risk registers, committee coordination (non-academic), and related corporate governance documentation.

This position supports the corporate and operational governance stream, ensuring NAS meets its statutory, regulatory, and organisational governance obligations. The role also contributes to aligning academic policies with operational policies where appropriate, supporting whole-of-school consistency and compliance.

KEY RESPONSIBILITIES

Corporate Governance Coordination

- Coordinate corporate governance workflows, including scheduling, agendas, papers, and minute taking for operating and corporate committee meetings (e.g., WHS Committee)
- Support the preparation, quality assurance, and distribution of corporate governance documentation.
- Maintain governance calendars, reporting timelines, and compliance deadlines across corporate portfolios.

Policy and Procedure Management

- Maintain the corporate policy review schedule and ensure policies are updated, tracked, and stored correctly.
- Assist with drafting, formatting, and publishing corporate policies and procedures.

- Ensure policy documents meet NAS standards for clarity, accessibility, and compliance.
- Support alignment between academic and operational policies where appropriate, working with the Academic Governance Officer and Academic leadership, ensuring consistency across governance.

Risk and Compliance Support

- Maintain corporate compliance registers (risk, delegations, policy, audit actions).
- Assist with monitoring organisational compliance with statutory and regulatory obligations.
- Coordinate relevant governance and compliance policies and processes
- Align the NAS policies with privacy, reputational risk and digital conduct obligations.
- Assist with NAS obligations regarding privacy or digital governance incidents including the framework for documentation, escalation and reporting.

Systems and Record Management

- Maintain accurate corporate governance records, registers, and filing systems.
- Support improvements to corporate governance systems, templates, and workflows.

Stakeholder Coordination

- Liaise with operational staff (People & Culture, Finance, Fundraising and Development, Operations, WHS, IT, Executive) to gather information required for governance processes.

- Provide guidance to staff on corporate governance procedures and documentation requirements.
- Support communication of governance updates, deadlines, and compliance requirements.

General & Project Duties

- Undertake project coordination and governance related tasks as required, including cross-functional initiatives and organisational improvement activities.
- Perform other relevant duties aligned with the scope of the role.

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualifications and experience in governance roles, ideally within government, arts, education or public sector environments.
- Advanced organisational, planning and time-management capabilities, with the ability to manage competing priorities and operate with autonomy.
- Superior writing skills, with demonstrated experience preparing high-quality policy, reports, briefings and governance documentation.
- Strong organisational and document management skills with a high level of accuracy and attention to detail.
- Strong digital capability, including advanced proficiency in Microsoft Office and experience with document management, governance systems and workflow tools.
- Demonstrated initiative, proactive problem-solving and the ability to anticipate needs and mitigate risks.
- Understanding of EEO, Ethical Practice, WHS obligations and public sector governance principles.

KEY RELATIONSHIPS

Internal	
COO and Company Secretary	Provides high-level executive, strategic and operational support; manages workflow, priorities, communication and decision-making requirements.
Direct Report(s)	None
Executive Leadership Team	Supports cross-organisational coordination, facilitates information flow, tracks executive actions and contributes to organisational planning and reporting.
Managers and Staff	Liaises on behalf of the COO, coordinates executive-led initiatives, gathers information for briefings, governance compliance and supports organisational priorities.
External	
External Stakeholders	Represents the COO professionally, supports relationship management, coordinates engagements and ensures high-quality communication.
Service Providers	Develop and maintain effective working relationships, manage deliverables, manage value and cost, keep abreast of developments.

ACKNOWLEDGMENT

I have read and understood this position description, and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____