



POSITION DESCRIPTION

Position Title:	Governance and HR Support Officer
Work Unit:	Corporate Support
Reports to:	Manager, Corporate Governance and Company Secretary
Employment Type:	Full-time or Part-time
Classification:	Band 3 under the NAATI Enterprise Agreement 2024-2028
Location:	Canberra

Organisation:

National Accreditation Authority for Translators and Interpreters Ltd (NAATI) is an Australian registered charity committed to setting and maintaining high national standards for the translating and interpreting sector. NAATI's vision is for a connected community without language barriers.

NAATI values

NAATI is a values-based organisation, and our core values of respect, integrity and professionalism guide us in the work we do.

Respect – We treat everyone with dignity and respect

Integrity – We are honest and trustworthy and lead by example

Professionalism – We strive for excellence in everything we do

Position purpose:

The Governance and HR Support Officer reports to the Manager, Corporate Governance and Company Secretary and provides administrative and operational support across governance and human resources (HR) functions. This dual role supports board and committee processes and HR processes.

This position description is intended as a guide to the nature of the work required and may be varied from time to time in consultation with the Governance and HR Support Officer to meet the changing organisational needs of NAATI.

Key responsibilities and duties:

In consultation and collaboration with the Manager, Corporate Governance and Company Secretary and the Human Resources Manager (HRM):

- Provide administration and operational support
 - to the Manager, Corporate Governance and Company Secretary with a variety of governance activities, including board and committee administration and policy review and development
 - to the HRM including activities related to the employee lifecycle such as recruitment, onboarding, learning and development, performance management, HR reporting, contract management and policy updates.
 - Undertake research, monitoring and document updates to ensure compliance with relevant laws (e.g. employment law, WHS regulations and industry specific legislation)
- Provide support to the Workplace Health and Safety function and related compliance matters
 - Follow up with managers on WHS administration
 - Assist with the coordination of relevant WHS training and education
 - Provide advice and guidance on policy application and procedural compliance and stay up to date with relevant WHS changes at federal and state jurisdiction level.
- Assist the Manager, Corporate Governance and Company Secretary and HRM with workplace initiatives including employee engagement, surveys, committee administration and support.

Specific Duties

Governance and compliance support

- Provide administrative support to the Manager, Corporate Governance and Company Secretary
- Coordinate and assist with board and committee meetings
- Support board and committee processes and maintain director records and declarations
- Assist with maintaining governance documentation including policies, procedures, and registers
- Support with policy development and review processes
- Assist with preparing high-quality papers for board and committee meetings
- Assist with information requests and communications related to governance
- Support projects and initiatives to improve governance
- Coordinate travel bookings for directors and staff

Human Resources

- Coordinate, document and administer HR processes and functions related to recruitment, onboarding, probation reviews, performance and development plan reminders, contract follow up and variations, payroll liaison and policy updates.
- Respond to HR related emails and enquiries and escalate matters as appropriate.
- Assist the HRM with development and preparation of relevant reports including annual WGEA report, internal reporting for managers, SELT and Board
- Keep abreast of changes to employment law and WHS legislation to ensure compliance and risk mitigation.
- Contribute to people focused initiatives including engagement, wellbeing, safety and culture initiatives

- Support ongoing efforts to streamline HR processes and enhance operational efficiency

Essential:

1. Demonstrated experience in providing governance and/or HR administrative support
2. Excellent organisational and time management skills with proven ability to manage competing priorities
3. High level written and verbal communication skills
4. Excellent attention to detail and commitment to accuracy
5. Proficiency in Microsoft Office suite
6. Demonstrated ability to handle confidential and sensitive information with discretion and sound judgement
7. Strong interpersonal skills and commitment to collaborative teamwork
8. Alignment with the values and mission of NAATI

Desirable:

1. Tertiary qualification in human resources, governance, or related field, or equivalent demonstrated experience
2. Experience supporting boards and committees
3. Knowledge of HR practices and employment legislation

Employment Conditions:

Employment conditions are set out in NAATI's Enterprise Agreement 2024-2028

Approved by: Chief Executive Officer – February 2026