Work with us!

Governance & HR Support Officer

About the position

We are seeking a passionate and experienced professional to join our Corporate Support team in the role of Governance & HR Support Officer. This is a newly created position and will be based in our Canberra office in Deakin.

- Consideration will be given to full-time or part-time status
- Salary range of $82,466 to $86,032 plus 12% superannuation
- Employment conditions are based on the NAATI Enterprise Agreement 2024-2028

About you

- Experience in providing governance and/or HR administrative support
- Excellent organisational and time management skills
- High level written and verbal communication skills
- Excellent attention to detail and commitment to accuracy
- The ability to handle confidential and sensitive information with discretion and sound judgement
- Tertiary qualifications in governance, human resources, or a related field or equivalent demonstrated experience
- Experience supporting governance boards and committees
- Knowledge of HR practices and employment legislation

How to apply

Read the full job description and selection criteria on the NAATI website Careers page.

Please send a short cover letter and your current CV to jobs@naati.com.au by Thursday 5 March 2026.

This position is only open to Australian citizens or permanent residents.

Initial interviews will involve an online discussion, and shortlisted candidates will progress to a face-to-face interview.

About us

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.