



Work with us!

Manager, Corporate Governance

About the position

We are seeking an experienced Governance professional with a proven track record in a Company Secretary role. The Manager, Corporate Governance is responsible for supporting the Board of Directors in fulfilling their obligations under the *Australian Charities and Not-for-profits Commission Act 2012* (Cth). The Manager, Corporate Governance works closely with the Chair of the Board, Chief Executive Office, and senior management to provide best-practice corporate governance.

- Full time position (37.5 hrs per week) but part time options can be discussed.
- Role based in Canberra
- Salary based on the NAATI Enterprise Agreement 2024-2028 (Band 7)
- Salary range for Band 7 - \$152,741 to \$162,021 pa plus superannuation

About you

- Demonstrated knowledge of the *Corporations Act 2001* (Cth) and *Australian Charities and Not-for-profits Commission Act 2012* (Cth)
- Experience in a company secretarial, governance, legal, or senior administrative role
- Strong understanding of Board processes, meeting administration, and minute-taking
- Excellent written and verbal communication skills, and interpersonal skills
- High-level organisational skills with the ability to manage competing priorities and deadlines
- Demonstrated integrity, discretion, and sound judgement.

About us

NAATI is the national standards and certifying authority for translators and interpreters in Australia. It is the only organisation to issue certification to practitioners who wish to work in this profession in Australia. Our vision is for a *connected community without language barriers*.

How to apply

Review the job description and criteria and if you think you would be suitable in this role, we want to hear from you!

Please send an Expression of Interest (EOI) that includes a short cover letter and your current CV to us at jobs@naati.com.au or visit our Seek ad and apply there.

**Applications close at 5pm
Thursday 25 June 2026**

We will review applications as they come in and may commence initial discussions prior to the closing date.

