



POSITION DESCRIPTION

Position Title:	Manager, Corporate Governance
Level:	NAATI Band 7
Work Unit:	Governance
Reporting to:	Chief Executive Officer
Classification:	Full time (with option of part time)

The Organisation:

NAATI is the registered business name of the National Accreditation Authority for Translators and Interpreters Ltd (ABN 42 008 596 996). Further details on the organisation and its business operations are available on the NAATI website at www.naati.com.au.

NAATI Values

NAATI's vision is for a connected community without language barriers, and our purpose is to credential practitioners who wish to work as translators and interpreters in Australia. We take our responsibilities seriously, and in doing so maximise people's ability to fully engage and participate in Australian society.

We are a values-based organisation. **Respect**, **Integrity**, and **Professionalism** not only define who we are, it underpins everything 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.

Role purpose

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.

Key Responsibilities

- Ensure NAATI meets all obligations under the *Corporations Act 2001* (Cth) and *Australian Charities and Not-for-profits Commission Act 2012* (Cth) and ACNC Governance Standards
- Ensure NAATI remains compliant with its charitable purposes and the eligibility requirements for ACNC registration
- Stay up to date with regulatory developments affecting registered charities and advise the Board accordingly
- Coordinate and administer all Board meetings, subcommittee meetings, and the Annual General Meetings
- Prepare and distribute meeting agendas, Board papers, and supporting documentation in a timely manner
- Record accurate minutes of all Board and general meetings
- Ensure notices of meetings are issued to members in accordance with NAATI's Constitution and relevant legislation
- Serve as the Board's primary adviser on matters of corporate governance, ethical conduct, and compliance with NAATI's Constitution
- Manage onboarding documentation for new Directors and facilitate inductions of new Directors
- Develop, implement and review Board policies, charters and procedures
- Maintain NAATI's statutory registers, including the register of Members, Directors, and any other records required by law or NAATI's Constitution
- Ensure all corporate records are accurate, up to date, and retained in accordance with legal requirements
- Facilitate clear and effective communication between the Board, management, members, and external stakeholders as required
- Assist with the preparation and distribution of annual reports to members
- Support the Board in identifying, monitoring and managing governance-related risks
- Assist in maintaining a risk register and ensuring the Board reviews risk management frameworks regularly.

Selection Criteria

Essential:

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

Desirable:

1. Tertiary qualification in law, governance, business administration, or a related field
2. Membership of the Governance Institute of Australia or a similar professional body
3. Prior experience with a not-for-profit or charitable organisation
4. Familiarity with ACNC reporting requirements and charity compliance frameworks.

Employment Conditions:

The employment conditions are set out in the NAATI Enterprise Agreement 2024-2028

Approved by: Chief Executive Officer, June 2026