



### **Fulltime Position Vacant**

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons to join the Council team. The relevant Position Description for the position listing the full set of key accountabilities and competencies are available from our website - Employment link:

<http://www.norfolkisland.gov.nf/your-council/working-council>

**Job Number: NIRC201920-02 – New position**

**Governance Officer (1130) - \$58,264.17 per annum**

Manage Council's governance framework and appropriate systems of corporate governance effectively to ensure Council's statutory compliance activities are met as well as manage Council's policy procedures registers. Advise on legislative changes and governance and assist with the integrated planning and reporting framework.

**Enquiry Contact Officer – Joy Walker - phone +6723 22001 ext. 5 or email [joy.walker@nirc.gov.nf](mailto:joy.walker@nirc.gov.nf)**

General enquiries may be made to Human Resources Office, [hr@nirc.gov.nf](mailto:hr@nirc.gov.nf) or phone Thomas Andresen on +6723 22001, Ext.2

9.5% superannuation, employer contributions only made if monthly wages exceed \$450 (before tax).

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO).

If you are interested in the advertised position you will need to send a written application addressing the competencies and qualifications contained in the Position Description. Applications must also include a resumé/curriculum vitae and two recent work-related referees. Please note that if you do not fully address the competencies and qualifications criteria you may be excluded from being shortlisted for further progression in the recruitment process. Applications are to be lodged by **email** to [hr@nirc.gov.nf](mailto:hr@nirc.gov.nf) **no later than 9:00 am, Monday, 12 August 2019.**

Lotta Jackson  
General Manager