



Part Time Governance Officer (0.8 FTE *Negotiable*)

Help shape the future of student representation at WA's largest university Guild. We're looking for a **Governance Officer** to maintain good governance, compliance, and risk management across the organisation.

What you'll do

Reporting to the General Manager – Corporate Services, you will:

- Provide governance and secretarial support across key initiatives and governance activities.
- Supporting the General Manager - Corporate Services with the planning, coordinating and operation of the Guild's Annual Student Elections.
- Promote and uphold the Guild's Mission, Vision, Values, and Code of Conduct in all activities.
- Actively contribute to the senior leadership teams objectives by assisting in the development and implementation of policy and procedural based operational improvements and maintain a register of continuous improvement.
- Foster strong relationships and partnerships across the Guild and University community.
- Maintain awareness of industry trends and developments to inform continuous improvement.
- Perform other duties as directed, aligned with the scope of the role.

What you'll bring

We are looking for someone who holds previous governance and/or company secretarial knowledge and experience that will support strong oversight and governance of the Guild's operations. We are seeking an individual who is proactive, adaptable, and committed to high standards. You will be able to handle confidential information with discretion and demonstrate strong interpersonal skills when working with diverse stakeholders, including elected student representatives.

Essential skills and experience:

- Certificate IV/Diploma in Business, Governance, or related field, or equivalent experience.
- At least 2 years' experience in a governance, compliance, or policy role.
- Strong written and verbal communication skills.
- Experience maintaining governance records, policies, and compliance frameworks.
- Strong time management, administrative, and contemporary computing skills.
- Exceptional attention to detail.

Desirable:

- Degree in Business, Law, Governance, or Public Administration.
- Experience in a tertiary education, not-for-profit, or member-based organisation.
- Exposure to board/committee environments.
- Eligible for, or interested in, Governance Institute of Australia membership.

Why you'll love it here

At Curtin Student Guild, you'll work in a values-driven, supportive environment where you can:

- Make a real impact on student life and leadership.
- Be part of a supportive and values-driven team.
- Flexible work options and opportunities for professional growth.

This is a Part Time role, negotiable

0.8 FTE \$68,000 – 1 FTE \$85,000 p.a.

Enquiries about the role can be made by contacting Natasha Morgan, General Manager - Corporate Services, via our Reception on 9266 2900 or via email hr@guild.curtin.edu.au.

Curtin Student Guild is an equal opportunity employer, and individuals of Aboriginal or Torres Strait Islander descent and living with disability are encouraged to apply.

Note: Appointment is subject to required background and compliance checks, including a National Police Check.

Applications close: **Sunday 17 May 2026 at midnight AWST** – Note, only shortlisted candidates will be contacted.