



Governance Officer

Curtin Student Guild

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 directly to the Managing Director you will:

- Support the Guild Council and Committees via support to the Guild President, Secretary, and Managing Director with governance, Secretarial duties and compliance.
- Help keep our registers, policies, governing documents and By-Laws up to date.
- Ensure board and committee processes run smoothly.
- Monitor compliance monitor compliance with relevant legislation and maintain the Guild's risk and policy frameworks.
- Provide guidance and support to staff and elected officers on matters relating to Guild policy and regulation.

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 IT skills (Microsoft Office, Adobe Suite).
- 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.

Enquiries about the role can be made by contacting Mr Vernon Thompson, Managing Director on 9266 3088 or via email V.Thompson@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.

To apply for this position, please forward your resume and a cover letter addressing the job requirements and telling us why you're the right fit to hr@guild.curtin.edu.au

If you have any questions or enquiries about the role, contact us through the above email address.

Applications close: Tuesday 28 October 2025 at 4pm AWST – Note, only shortlisted candidates will be contacted.