Position Description
Governance Officer

Sustainable Timber Tasmania manages Tasmania's public production forest for a vast array of environmental, social and economic values. Managing these forest values respectfully, innovatively and sustainably is at the heart of everything we do. As a Government Business Enterprise, we are committed to sustainably managing the forest estate, sustainably supplying timber and sustainably growing our business. Sustainable Timber Tasmania is proud to be a recognised as a Tasmanian Employer of Choice. Our people are key to the success of the business and we invest in the development of a flexible, diverse, supportive and inspiring workplace.

ORGANISATIONAL CONTEXT

Division:	Corporate Services	**Group:**	Governance

POSITION PURPOSE

Provides administrative, operational, and secretarial support to the General Managers while coordinating core governance and compliance workflows across leadership committees. This role acts as a conduit between operational management and formal corporate governance structures, ensuring administrative seamlessness and statutory/policy compliance.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10510	Governance Manager (10509)	Nil	Hobart

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2025
Broadband Classification	D

POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Coordinate agendas, collate, and distribute comprehensive meeting papers and packs for internal committees, management groups, or board committees.
- Attend meetings to take precise, accurate minutes and maintain the organisation's official action item registers, following up with General Managers on outstanding items.
- Ensure all governance documentation, policies, and registers are meticulously maintained and stored in alignment with corporate and public sector record-keeping obligations.
- Proactively manage complex diaries for General Managers, triaging conflicting priorities and ensuring they are fully briefed and prepared ahead of meetings.
- At as a professional point of contact for external and internal stakeholders, managing incoming correspondence and drafting plain-English briefs or responses on behalf of the General Managers.
- Provide administrative and coordination support to the General Managers for key projects and initiatives, including tracking actions, coordinating inputs, preparing documentation, and supporting timely delivery of agreed outcomes.
- Coordinate travel, accommodation, and event logistics for executive-level meetings and workshops, provide a professional reception point for Head Office visitors, and support day-to-day office presentation and housekeeping of shared spaces, including kitchen and meeting room readiness.

KEY COMMUNICATIONS

- Internally the position communicates with the General Management Team, Board Directors, senior leaders, and corporate support functions.
- Externally the position communicates with government departments, external committee attendees, service providers and industry representatives.

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualifications in business administration, governance, public administration, management, or a related discipline, or equivalent demonstrated experience
- Demonstrated experience providing high-level executive, administrative, secretariat, or governance support in a complex organisational environment.
- Strong experience coordinating meetings, preparing agendas and papers, taking accurate minutes, and maintaining action registers.
- Sound understanding of governance, compliance, confidentiality, and records management principles, preferably within a public sector or government business context.
- Highly developed organisational skills, including the ability to manage competing priorities, meet deadlines, and support multiple senior stakeholders.
- Excellent written communication skills, with the ability to prepare clear correspondence, briefs, reports, and meeting documentation.
- Strong interpersonal and stakeholder engagement skills, with the ability to communicate professionally and build effective working relationships across all levels of the organisation.
- Proficiency in Microsoft Office applications, including Word, Outlook, Excel, PowerPoint, and Teams, with the ability to use digital systems to manage information and workflows.

CAPABILITIES – TEAM MEMBER		
Leads Business	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Managing Priorities and Workflow	Defining work priorities, action plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
Engages Others	Collaborating	Leveraging the skills, knowledge and expertise of others within and across teams to effectively deliver work outcomes.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Commitment	Takes responsibility for customer satisfaction and building sustainable customer relationships by delivering quality outcomes and resolving issues that arise.
Leads Self	Courage	Proactively confronts difficult situations, takes definitive actions to protect the interest of others, their team and the organisation.
	Adapt and Respond to Change	Adapts to changing requirements, accepts new ways of working with positivity and aligns behaviours to support change.
	Action Orientation	Takes independent, prompt action to overcome barriers, respond to changing circumstances and deliver positive outcomes.
	Quality Orientation	Produces work output with a high degree of accuracy, identifying and correcting errors or mistakes before delivering final work product.
Values	1. Respect – We create safe spaces	
	2. Responsibility – We take ownership	

	3.	Growth – We create sustainable value
	4.	Excellence – We make it happen

CHALLENGES

The main challenges facing the position include:

- Managing competing executive priorities: balancing urgent requests, shifting deadlines, complex diaries, and competing demands from multiple General Managers or committees.
- Maintaining accuracy and confidentiality under pressure: Preparing minutes, governance records, briefs, and action registers that must be precise, timely, and handled with discretion.
- Influencing without formal authority: Following up senior stakeholders on actions, deadlines, and compliance requirements while maintaining strong working relationships and professionalism.

OTHER REQUIREMENTS

- Be physically fit and able to undertake field work in remote forest locations.
- Participate in bushfire activities and pass the annual fire fighter health evaluation comprising a medical assessment and fitness test.
- Hold a current manual driver's licence.
- Complete the annual Performance Development process for self and direct reports.
- Achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role.
- Comply with and adhere to the organisation's policies and procedures, including the Code of Conduct.
- Be available for rostered fire duties on weekends, public holidays and outside normal work hour.
- Adhere to duty of care responsibilities to yourself and others under health and safety legislation.

ORGANISATION CHART

