



Job Description Governance Project Officer Level 4

Position Number:	20002752	FTE:	1.0
Division	Corporate Services	Agreement/ Award:	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced
Branch:	Integrity and Governance		
Location:	Murdoch		

Reporting Relationships

Reports to

Director, Strategic Support Level 8

Other officers reporting to the above office:

Senior Governance Coordinator Level 6

Coordinator, Integrity and Governance Level 5

Graduate Project Officer Level 3

This Office – officers under direct responsibility

Nil

Key Role Statement

The Governance Project Officer assists with the development, implementation and management of cross-organisation integrity and corporate governance initiatives, projects and strategies to meet quality outcomes for SM TAFE's Business Objectives.

The role supports the Coordinator, Integrity and Governance and Director Strategic Support to undertake research, project and planning services to achieve integrity and corporate governance outcomes.

This position may also be required to support the Director Strategic Support to undertake other high level strategic tasks and duties for the Office of the Managing Director.

Key Responsibilities

- Assists the Director Strategic Support with the planning, implementation and evaluation of cross-SM TAFE integrity and corporate governance initiatives that promote and support organisational objectives and public sector requirements within the college.
 - Drafts documents to support the planning, implementation, and evaluation of integrity and corporate governance initiatives.
 - Analyses strategic issues and trends internally and sector wide to contribute to the development and implementation of college and public sector integrity and corporate governance strategies.
 - Works closely with Integrity and Governance team members to maintain effective working relationships with internal and external stakeholders.
 - Undertakes research, project and planning tasks as directed to support the Coordinator, Integrity and Governance and members of the executive and senior officers.
 - Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
 - Acts with the highest standard of honesty and integrity demonstrating behaviour and decision making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
 - Undertakes other duties, as required.
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Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Selection Criteria

Essential

- Demonstrated research and analytical skills to assist in the development and implementation of strategies to meet SM TAFE objectives.
- Good verbal, written communication and interpersonal skills including the ability to liaise with a range of internal and external stakeholders including senior management.
- Sound organisational skills and ability to work unsupervised and in a team environment with the capacity to manage a diverse workload and meet competing project deadlines.
- Demonstrated initiative and self-motivation.
- Sound IT skills including competence across the Microsoft Office suite

Desirable

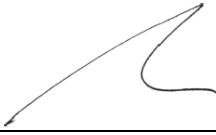
- Understanding of the Vocational Education and Training (VET) sector.
- Demonstrated experience using Canva or similar digital design tools to develop professional communication materials for internal and external audiences.

Other Requirements

- A Department of Education Nationally Coordinated Criminal History Check
- May be required to work from any College campus

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Director People and Culture	
Name:		Name:	Bryce Doig
Signature:		Signature:	
Date:		Date:	8 April 2026
Reviewed:			