



Department of Biodiversity,
Conservation and Attractions

**ROTTNEST
ISLAND
AUTHORITY**

Job Description Form

Position Details

Position Title: Executive Governance Coordinator	Position Number: RIA3177720	Level: Level 6
Division: Rottneest Island Authority	Branch: Office of Executive Director	Section: Office of Executive Director
Employment Agreement: PSA 1992 / PSCA 2024	Location: Fremantle	Effective Date: 29 April 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Integrity
Commitment to knowing and doing what is right



Collaboration
Commitment to team, partnership and the support of others



Accountability
Commitment to being transparent, taking ownership and personal responsibility



Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Manager Office of Executive Director	↔	Position title Manager Human Resources Ministerial & Legislation Officer	Level/Grade Level 8	Level Level 7 Level 5
↑				
Responsible to This position	↑			

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Board and Executive Support Officer	Level 4	-

About the Role

The position is responsible for coordinating and managing the Board, Ministerial and Policy functions of the Office of Executive Director, including the organisation’s policy development and review as well as Board and Ministerial liaison.

Individuals undertake their duties and responsibilities in accordance with the department’s [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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Responsibilities:

- Coordinates the team of staff providing governance services to the organisation.
- Coordinates, guides and supports the organisation's governance processes including policy development and review, Board and Board Committee governance (including policies), and Ministerial liaison.
- Attends Board, Committee and Corporate Executive meetings when required.
- Coordinates, guides and supports the preparation of agendas, minutes, Ministerial briefing notes and other documents.
- Identifies and addresses issues relevant to the business of the Board and with the Executive Director as appropriate.
- Undertakes research, compiles and summarises information and prepares reports and draft correspondence.
- Assists in identifying Board-related agenda items for meetings of the Corporate Executive and attends Corporate Executive meetings when required.
- Provides out of session updates to the Board on matters of a critical or urgent nature as directed by the Executive Director or Manager Office of Executive Director.
- Monitors and evaluates the effectiveness of policies and implements processes for continuous improvement.
- Maintains the various corporate schedules and documents essential to the governance framework, for example the Schedule of Delegations and Authorisations.
- Prepares reports to the Executive Director, Manager Office of Executive Director, Corporate Executive and Board/Committees in relation to responsibility areas.
- Builds and maintains relationships with all key stakeholders including Board members and internal and external stakeholder representatives.
- Undertakes consultation and liaison with internal and external stakeholders as required.
- Monitor outcomes and engages with relevant stakeholders to track progress and completion of tasks assigned by the Board, Executive Director and Manager, Office of Executive Director.

Other

- Undertakes other duties as directed.

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Selection Criteria

Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.

Essential

1. Excellent interpersonal skills with an ability to build and maintain productive relationships with internal and external stakeholders to achieve positive outcomes.
2. Demonstrated leadership skills and the ability to organise and prioritise work to meet competing deadlines and ensure the timely delivery of outcomes.
3. Highly developed oral and written communication skills including the ability to prepare a variety of documentation including preparation of complex correspondence, policies and procedures, submissions, briefings and governance framework materials.
4. Demonstrated conceptual, analytical and evaluation skills with the ability to provide advice and interpretation on a wide range of issues.
5. Excellent computer literacy skills.
6. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.
7. Relevant tertiary qualification or equivalent experience.

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)



Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

The details contained in this document are an accurate reflection of position.

OFFICIAL

Position Title Executive Governance Coordinator		
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Division Head	Executive Director
 Signature:	 Signature:
Date: 16 April 2026	Date: 17 April 2026