



Governance Officer

- Full time, Temporary (Parental Leave replacement to January 2028)
- Band 6, Starting salary \$94,713 plus superannuation

The Role

We are seeking a customer service focussed, highly organised and detail-oriented Governance Officer to join our Governance and Integrity team. This is an excellent opportunity for a governance professional who enjoys working in a legislative environment, providing high-level administration support and contributing to strong governance practices across the organisation.

In this role, you will play a key part in supporting Council, Committees, and executive leadership by ensuring governance processes are delivered accurately, efficiently, and in accordance with legislative and organisational requirements.

Key responsibilities include:

- Preparing, distributing, and maintaining meeting agendas and minutes
- Providing administrative support and guidance for the development and submission of meeting reports
- Delivering secretariat support for meetings
- Coordinating Personal Interests Returns and integrity-related processes, including conflict of interest declarations, gifts and benefits registers
- Undertake reporting
- Contributing to governance projects, policy development, process improvements, and framework reviews

This is a temporary parental leave backfill role until January 2028.

About You

You are proactive, have excellent administrative skills and a commitment to integrity, accountability, and continuous improvement.

To be successful in this role, you will have:

- Experience working in a governance, legislative, compliance, local government, or corporate administration environment
- Demonstrated ability to interpret and apply legislation, policies, procedures, and governance frameworks
- Exceptional organisational and time management skills, with the ability to manage competing priorities and meet deadlines
- Strong written and verbal communication skills with a customer-focused approach
- Excellent judgement, discretion, and the ability to handle sensitive and confidential information
- Advanced proficiency in the Microsoft Office Suite and experience using agenda management or governance software systems

This role requires a satisfactory police records check and employee Working with Children Check.



Benefits

- Full time position with flexible and hybrid work options | Salary increase from 12 October 2026
- Learning & development opportunities | Generous leave entitlements
- Contribute to our community | Work close to home

Visit our Employee Benefits [website](#) for more of our benefits.

Position Description

Please view the position description and detailed position demands document in “Job Attachments”

Contact

If you require any further information regarding this position, please contact **Cecilia Connellan, Coordinator Governance & Integrity, 0436 641 194.**

To Apply

Please submit your cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume by **11pm, Thursday 24 September 2026.**

About Us

The City of Greater Bendigo is in the heart of central Victoria on Dja Dja Wurrung and Taungurung Country. Located just 90 minutes’ drive from Melbourne, our region offers all the benefits of a large city with a warm and welcoming country feel.

Greater Bendigo is an attractive region that is famous for its food and wine, and boasts the Bendigo Art Gallery, theatres, stunning heritage buildings and natural surrounds that provide great recreational opportunities. There are also high quality education and health services, a wide range of housing options, excellent rail and road networks, and Bendigo Airport has regular direct QantasLink flights to Sydney.

We provide more than 65 important services to support our community, which is heading towards a population of 200,000 by 2050. Now is a great time to join us!