

Careers

Governance Officer

Job No: JR329

Employment Status: Full time

Location: Armidale

Closing Date: 11:30pm, Sunday 25 October 2026

Apply Your Governance Expertise in a Role That Makes an Impact

Are you a detail-oriented professional with a passion for governance, legislative compliance and delivering quality outcomes? Join Armidale Regional Council and play a key role in supporting transparency, accountability and effective governance across our organisation.

About the Role

As a Governance Officer, you will contribute to the administration of Council's governance and insurance functions, ensuring legislative compliance and supporting effective governance practices.

Working within the Governance team, you will manage Government Information Public Access (GIPA) applications, assist with insurance claims administration, maintain governance records and support the development of governance policies, procedures and training initiatives.

Key responsibilities include:

- Managing and determining GIPA applications and information requests.
- Supporting Council's insurance and claims management processes.
- Conducting records and historical information searches.
- Maintaining policy registers, document libraries and governance records.
- Liaising with internal stakeholders, insurers and external agencies.
- Assisting with governance training, awareness and continuous improvement initiatives.
- Preparing reports, correspondence and financial transactions related to governance activities.

What You'll Bring

- Experience in governance, insurance administration, records management or a similar field, with the ability to navigate processes, manage information and deliver high-quality outcomes.
- Strong attention to detail and a commitment to accuracy, ensuring information, records and documentation are maintained to a high standard.
- Excellent communication and stakeholder relationship skills, with the ability to build positive working relationships and provide professional customer service.
- The ability to manage competing priorities, work independently and meet deadlines in a busy and dynamic environment.
- Sound judgement, discretion and professionalism when handling confidential and sensitive information.
- Well-developed problem-solving and analytical skills, with the ability to research, investigate and interpret information.
- A collaborative and customer-focused approach, coupled with a commitment to continuous improvement and contributing positively to team success.

Careers



What You'll Get

At Armidale Regional Council, you'll be part of a team dedicated to serving our community while enjoying the lifestyle benefits of the beautiful New England region.

In return, you'll enjoy:

- Salary of **\$1,526.65 per week (35-hour week) plus 12% superannuation.**
- Full-time permanent position with the added bonus of a 9 day fortnight.
- A supportive and collaborative work environment.
- Opportunities for professional development and career growth.
- Meaningful work that contributes to the community.
- Flexible, adaptable and innovative organisational culture.
- The opportunity to work alongside experienced governance professionals and develop specialist expertise

How to Apply

To apply, please upload **your current CV and a short cover letter.**

As part of your application, you are also required to respond to the following two questions:

- Local government operates within a complex legislative and governance environment. What interests you about working in governance, and how do your skills and experience make you suitable for this role?
- Describe a time when you managed a complex information request that required detailed records searches, analysis of information, and collaboration with multiple stakeholders. How did you approach the task, and what was the outcome?

Please limit each response to a maximum of 500 words.

For a confidential discussion, call Stacey Drew, Manager Governance on 02 6770 3697.

Be part of building something that matters.

Armidale Regional Council is an inclusive employer that does not discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status.

Council recognises the unique skills and attributes demonstrated by service personnel in their service to our country and applications from ex-service personnel are welcome. All applicants who are veterans will be provided with specific feedback on their application if they are unsuccessful. The Local Government Rank to Grade Guide was developed to help both hiring managers and veterans understand how ADF skills and experience align with public sector jobs. You can use this guide as a tool to help you identify where your skills and qualifications align you to. For further information, and to access this guide, please click [Here](#).