



APS Level 6

Senior Governance and Assurance Officer

\$99,985 to \$110,946 per annum plus 15.4% superannuation

Canberra ACT, Melbourne VIC

WE CARE: IT'S WHAT SETS US APART.



Position Detail	
Job Reference	VN-0757952
Classification	APS Level 6
Employment Status	<p>Ongoing / Non-ongoing</p> <p><i>An opportunity exists for a non-ongoing position for up to 12 months with the possibility of becoming Ongoing.</i></p> <p><i>A merit pool may be created and used to fill similar ongoing and non-ongoing vacancies</i></p>
Hours	Full time / Part time
Group	Corporate
Team	Governance, Assurance and Integrity
Location	Canberra ACT, Melbourne VIC
Selection Process	<p>Please apply through Comcare's Current Vacancies website, providing a statement of claims with your response outlining what you could bring to this position including your skills, experience and knowledge relevant to the below job specific capabilities and role (maximum 2 pages).</p> <p>Our competitive merit process can take approximately six weeks, covering shortlisting, interviews, references, and offers. Processes may also include psychometric testing and a written assessment.</p> <p>We welcome candidates from within or outside of the Australian Public Service to apply. The Australian Public Service Commission has provided guidance which may assist with your application: Cracking the Code.</p>
Eligibility and Specific Conditions of Employment	<ol style="list-style-type: none"> 1. Australian citizenship. 2. Character clearance (Australian Criminal History Check). 3. Employee Health Declaration. 4. Six months probationary period for new engagements. <p>For information on conditions of employment, please go to Working at Comcare.</p>
Applications Open and Close	Monday, 5 May 2025 to Sunday, 18 May 2025 at 11:59pm (Australian Eastern Standard Time)
Contact Officer	Please contact Recruitment@comcare.gov.au

Team and Role Overview

The Governance, Assurance and Integrity team sits within the Corporate Group and is responsible for developing, maintaining and monitoring adherence to policies, frameworks and processes used for governance, risk, fraud control and assurance.

The Senior Governance and Assurance Officer is responsible for supporting the delivery of high-quality secretariat services to Comcare's governance committees. The officer also contributes to the implementation of Governance and Assurance frameworks in line with legislative requirements and better practice.

Primary Responsibilities:

1. Provides the Audit and Risk Committee and Operations Committee with high level secretariat, policy and administrative support to enable them to perform their functions under their respective legislation. This includes:
 - providing excellent customer service and advice to Committee Members.
 - implementing and delivering governance arrangements, including maintaining policies, procedures, terms of reference and workplans.
 - delivering meetings, drafting agendas, papers, minutes and outcome statements, management of actions arising, and management of governance and statutory requirements within set timeframes.
 - preparing briefs and correspondence for the Committees.
 - contract administration for the Audit and Risk Committee members.
2. Supports the development and implementation of Governance and Assurance frameworks. This includes:
 - maintaining policies and procedures to support the frameworks.
 - providing advice and support to stakeholders on the application of the frameworks.
 - coordinating communication and training to raise awareness within Comcare.
3. Manage compliance with, and reporting on, governance, statutory and administrative requirements. This includes using Comcare's governance and compliance management system, Lighthouse.
4. Contributes to the administrative and contract management processes for Comcare's internal audit program.
5. Develops and maintains internal and external relationships with stakeholders, providing appropriate advice and managing the resolution of issues.
6. Contributes to the development of team objectives for short term tasks and strategic planning for longer-term initiatives.
7. Represent Comcare effectively at internal and external meetings.
8. Undertakes other duties as directed.

Job Specific Capabilities

1. Ability to understand and interpret the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) to support Comcare's governance committees and implement Governance and Assurance frameworks.
2. Highly developed planning skills including the ability to implement work plans, set tasks and priorities and manage workflow within the work area.
3. Analytical skills to make evidence-based decisions and recommendations.
4. Excellent communication, liaison and stakeholder engagement skills.

Desirable Qualifications and Experience

- Tertiary qualifications in governance or business administration and/or management.

Who we are

For over thirty years, Comcare has been the national authority for work health and safety, and workers' compensation.

- **Our purpose** is to promote and enable safe and healthy work, and to minimise the impact of harm in the workplace.
- **Our mission** as a sector leader is to enhance workplace safety, prevent injury, and foster early intervention. We administer a workers' compensation scheme covering over 860,000 employees across multiple industries.
- **Our stakeholders** are central to our purpose. We partner with employees, employers, and service providers to tailor our services to their specific needs.
- **Our workforce** is flexible, diverse, respectful, and professional. We take an insight-driven, evidence and risk-based approach to our work. Comcare cares about the health, safety and wellbeing of its employees and making impactful change.

By joining Comcare, part of the Australian Public Service (APS), you will enjoy the benefits of being part of a culture which is focused on making a positive impact on the health and safety of Australians.

We demonstrate our dedication to your well-being, through a range of conditions and benefits and will actively support your pathway to career growth. We recognise that flexibility applies to all roles to assist with maintaining a positive work/life balance, however, not all types of flexible working arrangements will be suitable for all roles or circumstances, but include access to part-time work, flex-time, hybrid home/office work arrangements.



We care about making an impact.

Make a meaningful contribution to the health and safety of workers nationwide. Our experienced workforce are pioneers of safe work initiatives, including strategies to address psychosocial hazards.

- *We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work.*



We care about you.

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background.

- *All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.*
- *Generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.*



We care about each other.

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance.

- *Flexible work for your life balance including work from home and office arrangements, and flexitime for employees up to and including the APS6 level.*



We care about growing your career.

We champion a culture of development, offering on-the-job training, support for studies, and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.

- *Investing in your career development through a range of learning options, from on-the-job training, formal training courses, support for continued professional development, up to \$5,000 per year in study assistance, as well as coaching, mentoring, and opportunities to make a difference through various working groups.*



We care about recognising your contribution.

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements.

- *Annual CEO Awards recognising outstanding achievements.*

RecruitAbility Scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.



How do I opt into the RecruitAbility scheme?

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment, or other practical support at relevant stages of the recruitment process. Further details about the RecruitAbility scheme please go to [the Australian Public Service Commission, A Guide for applicants](#).

Diversity and Inclusion

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

If you require any special arrangements to be made for assessment, please indicate this in your application and a member of the selection panel will contact you.

Merit Pool

A merit pool of suitable applicants may be created which can be used to fill future similar vacancies should they become available over the next 18 months.