

Position description

Title	Governance Officer
Type	Part-time, ongoing up to 0.8 full time equivalent
Location	Our office is in Balwyn, Melbourne but we will consider applications from across Australia and Aotearoa New Zealand
Reports to	Executive Officer
Salary	Negotiated based on skills and experience

WHO WE ARE

The **Environment Institute of Australia and New Zealand** (EIANZ) is a not-for-profit professional association for environmental practitioners. We support practitioners throughout their careers, from students and early careers to experienced and certified practitioners, through to retirement. We harness the expertise of our members to progress environmental practice and advocate to improve sustainability outcomes.

We have a certification scheme that recognises ethical and professional practice which assures government, industry and the community of practitioners' professional standing. Our members and certified practitioners have specialist knowledge and skills in environmental systems, processes and solutions. They bring passion, ingenuity and creativity to their work.

The Institute is led by a seven-person volunteer Board comprising elected EIANZ members. An Advisory Council, made up of presidents and chairs of volunteer committees and groups, advises and supports the Board. Across Australia and Aotearoa New Zealand, volunteer committees coordinate and provide local services to members. A Certification Board and a Qualifications Accreditation Scheme Board operate at arm's length from the Institute Board. Operational support is provided by the Institute's Central Office - a small team of staff led by the Executive officer. View our governance structure [here >](#)

ABOUT THE ROLE

This is an exciting new role, created in response to growth across the Institute over the past several years. Additional governance support is now needed to enable us to continue to expand its services to members. You will work closely with the Executive Officer to help ensure the Institute meets its governance obligations and that support is provided to volunteers so they can focus on using their environmental skills, knowledge, and networks to progress the Institute and the profession.

What you will do

- Administer standard governance processes for Institute groups including liaising with presidents and chairs, meeting preparation and logistics, drafting agendas, minute taking and information flows.
- Clearly explain the decisions of governance groups and maintain communication flows so information is provided to relevant areas of the Institute in a timely way.
- Manage the end-to-end processes for minute processes, including the monitoring and closing out of actions items for relevant groups.
- Administer the day-to-day aspects of the Institute's governance calendar and governance framework.
- Work with the Executive Officer to improve the way governance and corporate information is captured, stored, accessed, and communicated.
- Maintain accurate record keeping processes.
- Work with the Executive Officer and presidents and chairs to finalise service agreements in-line with standards.
- With the support of the Executive Officer and the EIANZ Secretary, lead work to reform the Institute's foundation governance documents, including project management.
- Carry out admin jobs as part of the Central Office team.

WHAT WE ARE LOOKING FOR

Selection criteria

- Working understanding of contemporary governance approaches, ideally in a not-for-profit setting, having completed a related degree and/or with governance experience
- Excellent verbal and written skills with strong attention to detail and the ability to convey information and advice clearly.
- Strong interpersonal skills and the ability to build collaborative relationships.
- Strong organisational and time management skills and the ability to deal with competing priorities in a responsive and flexible way.
- Proven ability to work well both autonomously and in a team environment, using discretion and judgement.
- Ability to take personal accountability for achieving high quality outcomes.

WHAT WE VALUE & HOW WE WORK

- EIANZ is an equity employer and requires that all staff and volunteers behave in a way that is respectful and courteous. The Institute does not tolerate bullying or harassment.
- EIANZ acknowledges and values social diversity and people from culturally diverse backgrounds.
- EIANZ offers genuine flexibility including work-from-home options and the ability to timetable your work hours.
- EIANZ offers a professional, friendly, and collaborative work environment.
- This position is part of our Central Office team - a small group that is welcoming and supportive.

HOW TO APPLY

If you think this job is for you, please email your CV, response to the selection criteria and a cover letter to office@eianz.org by Monday 2 May at 5:00pm AEST. Please note, we'll be assessing applications as they come in and may interview and appoint before they close.

To find out more about us, visit our website at www.eianz.org.

If you'd like to find out more about the role, contact Nicole Brown, Executive Officer on AU +61 3 8593 4142 | NZ +64 9887 6972 or at Nicole@eianz.org.