

At AITSL, we believe every Australian child deserves a quality education. This relies on quality teaching and effective school leadership. We drive effective and inspiring teaching and school leadership, to improve student learning in the classroom.

Position Title	Senior Legal & Governance Officer
Business Unit	Legal, Governance and Regulatory Services
Leader Title	General Manager, Legal, Governance and Regulatory Services
Employment status	Part time, maximum term
Date	June 2026

Position Overview

The Senior Legal & Governance Officer will play a key role in supporting effective corporate governance, legal compliance and company secretariat functions across AITSL. The position provides expert advice to the Board, Board Committees, the General Manager, Legal, Governance and Regulatory Services, the Executive Leadership Team and staff on governance, legal, contract and compliance matters and contributes to the ongoing development of governance frameworks, policies, legal and organisational assurance activities.

Working with a high degree of autonomy, the role supports the General Manager Legal, Governance and Regulatory Services in the delivery of company secretariat services, legal advisory functions, contract management and governance processes that promote organisational accountability, informed decision-making and compliance with statutory and regulatory obligations.

The role is service focused, commercially minded and builds strong relationships across the organisation and with external stakeholders, including Board Directors, legal advisers, auditors and government agencies, to promote contemporary governance practices, manage legal risk and strengthen organisational capability.

What you'll be doing

Governance and Company Secretariat

- Manage team members to support company secretariat services for the Board and Board Committees, ensuring the effective planning, coordination and administration of meetings, agendas, papers, minutes, action registers and governance records.
 - Assist the General Manager Legal, Governance and Regulatory Services in supporting the Board, Board Committees, Chief Executive Officer and Executive Leadership Team on governance processes, directors' duties, statutory obligations and better-practice governance and control arrangements.
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- Support the ongoing development, implementation and continuous improvement of AITSL's governance framework, policies and governance practices to ensure alignment with legislative requirements, contemporary governance standards and organisational priorities.
- Maintain company records, statutory registers and governance documentation, ensuring compliance with applicable corporate and regulatory requirements.
- Coordinate Board and Committee annual work plans, governance calendars and director induction and professional development activities.
- Support governance and risk reviews, effectiveness assessments and Board evaluations and identify opportunities to strengthen governance practices across AITSL.

Legal Advisory and Corporate Compliance

- Provide practical, timely and solutions-focused legal advice on a broad range of organisational matters, including corporate governance, commercial arrangements, regulatory compliance, procurement, privacy, intellectual property and HR-related issues.
- Review, draft and negotiate contracts, agreements, policies and legal documentation to support organisational objectives and mitigate legal risk.
- Monitor legislative, regulatory and policy developments and provide advice on legal, governance and compliance implications for the organisation.
- Support the identification, assessment and management of legal and regulatory risks and contribute to the development of mitigation strategies and controls.
- Coordinate the management of external legal service providers and ensure the effective delivery of legal services and advice.
- Assist in responding to legal disputes, investigations, regulatory inquiries and information requests as required.

Compliance and Risk Management

- Support the administration and continuous improvement of the organisation's compliance and risk management frameworks, promoting a proactive approach to legal and regulatory compliance.
- Provide advice and guidance to business leaders on compliance obligations, risk management practices and governance requirements.
- Monitor compliance activities, regulatory obligations and emerging legal risks and prepare reports and recommendations for management, Board Committees and the Board.
- Assist in the development and delivery of compliance training, guidance materials and awareness initiatives to strengthen organisational and Board capability.
- Contribute to the maintenance of compliance registers, obligations registers and governance reporting frameworks.

Corporate Reporting and Regulatory Obligations

- Ensure the organisation's statutory and regulatory reporting obligations are being met, including corporate filings, annual reporting requirements and other legislative disclosures.
- Ensure governance and legal documentation is accurate, complete and maintained in accordance with legislative and organisational requirements.

- Support the preparation of Board papers, governance reports, resolutions and briefing materials for senior executives and Board Committees.
- Contribute to quality assurance activities associated with governance, legal and compliance reporting processes.

Stakeholder Engagement and Advisory Services

- Develop and maintain effective working relationships with Board Directors, regulators, auditors, external legal advisers, government agencies and internal stakeholders.
- Act as a trusted adviser to managers and staff on governance, legal and compliance matters, providing practical and commercially focused advice.
- Represent the Legal and Governance Team on organisational projects and initiatives, providing governance, legal and compliance expertise.
- Contribute to the organisational culture of accountability, transparency, ethical decision-making and continuous improvement.

Continuous Improvement

- Identify and implement improvements to risk, governance, legal and compliance systems, processes and reporting frameworks.
- Lead or contribute to risk, governance, legal and compliance projects and initiatives that support organisational effectiveness and strategic objectives.
- Provide guidance and support to governance administration functions and other staff as required.
- Undertake other duties consistent with the role's responsibilities, skills and capabilities.

What we're looking for

The successful candidate will bring strong governance, company secretariat and legal expertise combined with excellent stakeholder engagement and advisory skills. They will be comfortable operating independently, exercising sound judgement and influencing outcomes across a complex stakeholder environment.

You will demonstrate:

- Significant experience in company secretariat, corporate governance, legal, compliance or related functions.
- Strong knowledge of corporate governance frameworks (PGPA knowledge is desirable), directors' duties, regulatory compliance obligations and contemporary governance practices.
- Experience supporting Boards, Board Committees and senior executives in a governance or company secretariat capacity.
- Demonstrated experience providing legal advice and reviewing, drafting and negotiating commercial agreements.
- Ability to interpret and apply legislation, regulatory requirements and governance principles.
- Strong analytical, problem-solving and judgement skills, with the ability to identify and manage legal and governance risks.

- Excellent written communication skills, including experience preparing Board papers, minutes, reports, legal advice and governance documentation.
- Proven ability to build trusted relationships and influence stakeholders at all levels.
- Experience leading continuous improvement initiatives and strengthening governance, legal and compliance frameworks and processes.
- Ability to manage competing priorities and deliver high-quality outcomes in a dynamic environment.

Qualifications

- Admission as an Australian legal practitioner is essential.
- Governance qualifications and/or membership of a recognised governance professional body (such as the Governance Institute of Australia) will be highly regarded.
- Knowledge of or experience in Commonwealth Government will be favourably considered.

About AITSL

AITSL is a Commonwealth company and not-for-profit based in Melbourne. We are funded by the Australian Government. The Australian Government is the sole member of the company, represented by the Minister for Education.

As a national body, AITSL was established to promote excellence in the profession of teaching and school leadership. We work with the education community to improve student learning in three main areas of focus:

- **Initial teacher education:** We provide support, resources and tools to help ensure that every pre-service teacher is classroom ready upon graduation.
- **Quality teaching:** We help teachers be the best they can be, and provide tools and resources to maximise their impact on student learning.
- **Leadership:** We help school leaders become highly-effective by giving them the tools, resources, policies and practices needed to succeed in their important role.

We are governed by a constitution and an independent Board of Directors who bring diverse professional experiences and expertise in educational practice and research to the work of the company. Visit: www.aitsl.edu.au for more information about AITSL.



Our core values shape how we work, make decisions and support the teaching and school leadership across Australia. They guide how we interact with each other and our stakeholders, fostering a culture grounded in curiosity, collaboration, courage and responsibility.

<p>Curious</p> <p>Asking questions and being open to different perspectives</p> <p>We actively seek to learn, understand, and improve by asking questions, exploring new ideas, and being open to different perspectives</p> 	<p>Collaborative</p> <p>Building trust and connection to deliver collective results</p> <p>We intentionally build trust, understanding and connection to deliver collective results greater than our individual efforts.</p> 	<p>Courageous</p> <p>Taking considered risks to create positive change</p> <p>We are brave, take risks, and speak up to create positive change, showing resilience and creativity.</p> 	<p>Responsible</p> <p>Acting with integrity and taking responsibility</p> <p>We take ownership and act with purpose, to deliver work that contributes meaningfully and we are accountable to those we serve.</p> 
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AITS� is an equal opportunity employer and is committed to building a culturally diverse organisation. We strongly welcome and encourage interest from Aboriginal and Torres Strait Islander peoples and people from culturally diverse backgrounds. We also strongly welcome and encourage people with disabilities to apply for roles with AITS�.

How to apply

Applications must be submitted via SEEK and include a resume and cover letter addressing the key requirements of the position.

The shortlisting process will commence immediately so send in your application as soon as possible.

Please direct any queries to employment@aitsl.edu.au