

Job Opportunity

Risk & Governance Officer

Play a key role in supporting the effective delivery of our risk and governance functions at our rapidly growing Council.

Employment status	Part time (0.8 FTE) (negotiable)
Career level	Mid career
Classification	Adelaide Plains Council Administrative Enterprise Agreement (ASU) Level 5
Employment category	Legal
Department	Corporate Services
Location	Mallala
Applications close	11:59pm Sunday 1 November 2026

About this role

An exciting opportunity exists for a highly organised and skilled professional to join the Corporate Services department at our rapidly growing Council.

Based at the Mallala Office, the new Risk & Governance Officer role will report directly to the Manager Governance and will be responsible for supporting the effective delivery of Council's risk and governance functions by providing high-quality support to a broad range of stakeholders. This role will lead and promote Council's risk and governance framework, ensuring continuous improvement and compliance with the *Local Government Act 1999* and other relevant legislation.

Key responsibilities include:

- Support the implementation and continuous improvement of Council's Risk Management and Governance Frameworks, ensuring compliance with the *Local Government Act 1999* and relevant legislation.
- Implement risk management practices and strategies to strengthen and enhance Council's risk maturity.
- Build risk awareness and risk management capability across Council to ensure best practice and continuous improvement.
- Coordinate and support the review, development and maintenance of Council policies, procedures and other documents.
- Maintain Council's risk register and governance registers in accordance with the *Local Government Act 1999*, and ensure effective monitoring of risks, controls and actions.
- Establish, coordinate and monitor Council's internal audit function.

- Assist with Council and Committee meetings, including the preparation of reports, agendas and minutes.
- Prepare clear and accurate reports to support informed decision making.

Who we are looking for:

The successful applicant will have:

- Demonstrated experience in providing risk and/or governance support within a local government context (or similar).
- Certificate in business, law or risk related discipline (desirable).
- Previous experience in risk management (highly regarded).
- Current National Police Clearance (or willing to obtain).
- Valid and unrestricted working rights in Australia.

Embrace the future, join our dynamic team

How to apply

All applications should contain a resume and cover letter addressing the job and person specification and your suitability for the role. Please send your application to the attention of *Kirsty Baldwin-Smith, People and Culture Manager*, via the below email address by **11:59pm on Sunday, 1 November 2026**. Applications will be regarded strictly in confidence.



info@apc.sa.gov.au

*For more information and a copy of the job and person specification, please refer to www.apc.sa.gov.au, and to discuss the role in confidence, please contact **Rachel Kammermann, Manager Governance** on 08 8527 0200.*

Working at Adelaide Plains Council

We provide great support and great service for our great community.

2028 vision

Adelaide Plains is a thriving proactive community with an enviable lifestyle, emerging economy, and remarkable landscapes.

Our core values

 Honesty and Integrity	 Innovative and Open-minded	 Leadership and Diplomacy	 Professionalism	 Respect	 Teamwork
Building trust and loyalty with the community and within Council.	Being proactive in continually improving our services.	By acting strategically and effectively managing our relationships.	Through commitment, quality and timeliness of work delivered.	For others, acting with humility and empathy.	Through unity, cooperation and support.

Benefits of joining our team

Adelaide Plains Council provides excellent working conditions, including flexible working arrangements and access to many employee support programs and health benefits, to support its employees. The salary will reflect the successful candidate's knowledge and experience.

- Family Friendly
- Flexible working arrangements/ hybrid
- Growth Council, opportunity for career progression
- Professional development opportunities
- Income protection
- Superannuation
- Rostered days off (RDO) (FTE only)
- Paid Parental Leave
- Study Leave
- Annual Corporate Health Program
- Employee Assistance Program
- Rewards and recognition