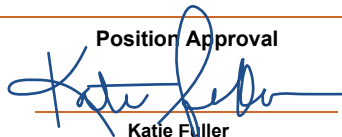


Manager Governance, Communication and Advocacy

Position Description



Position number 202000
Directorate Governance
Immediate Supervisor Chief Executive Officer
Supervising Position(s) Coordinator Governance (2)
Level MNO

Position Approval  Katie Fuller Executive Manager People & Capabilities 24 / 07 / 2026 Review and Approval Date
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Position Objective

The Manager of Governance, Communication and Advocacy is responsible for delivering Governance, Compliance, Communications, Community Engagement and Advocacy to the MacDonnell Regional Council through the application and incorporation of all legislative, statutory, policy and organisational priorities in all facets of operations. This role focuses heavily on advocacy and will play a pivotal role in delivering all media and communication activities across Council to effectively execute Council's core marketing and branding strategies and enhance Council's public profile. This includes the coordination and engagement of Council's social media and advertising platforms, websites, media materials and internal communication materials. The position will focus on developing and promoting targeted media and communication campaigns, establishing and strengthening positive and open communication channels with internal and external stakeholders.

Key Duties and Responsibilities

- Lead the operational areas of governance, policy, communication, stakeholder and community engagement and advocacy.
- Oversee and manage the development of the internal and external communications strategy. Provide advice and updates to the Executive Leadership Team on the currency of Council and the strategic plan for engagement and advocacy.
- Champion best practice governance, stakeholder engagement and customer service in all areas of Council, seeking feedback through advocacy mechanisms.
- Facilitate governance training and support to Councillors and Local Authority members to enable effective meetings and measurable outcomes.
- Coordinate with electoral officials to assist with the facilitation of general and by-elections and deliver induction training to Councillors as required.
- Ensure compliance under the NT Local Government Act, NT Information Act and other legislative instruments as required.
- Design, collate, edit and review all media publications and communications for a wide range of Council's content, including but not limited to corporate publications, internal documentation, media releases, and other digital and traditional media activities.
- Support Councillors and Council Officers with the development, delivery and implementation of effective promotional campaigns and materials for internal and external business communication initiatives across multiple media platforms and sites, ensuring all communication is of the highest standard.
- Provide high level media advice and communications to Councillors and Council Officers on matter such as but not limited to media releases, community announcements, discussion points, media responses, speeches, and briefing notes.
- Coordinate Council's media activities including building trusted relationships that support the delivery of highly effective strategic communication and engagement outcomes, liaising with media outlets, managing media enquiries, and preparing responses.
- Prepare and distribute media releases, publications, and internal organisational communications.
- Strengthen existing media networks and relationships, promoting Council's brand and reputation.
- Function as Council's media liaison and the contact for all media related enquiries by delivering professional, accurate and timely responses to enhance the brand and reputation of Council.
- Develop and implement policy, procedure and strategy relating to media and communications.

Manager Governance, Communication and Advocacy

Position Description



- Promote and maintain a strong safety culture by ensuring compliance with Work Health and Safety (WHS) legislation, Council policies and safe work procedures, conducting regular safety inspections, identifying hazards, reporting incidents, and ensuring staff use appropriate personal protective equipment (PPE).

Skills and Attributes

- Elevated level of communication skills to provide key advice to internal and external stakeholders across expertise areas to oversee strategic and operational planning.
- Demonstrated leadership skills with the ability to supervise, lead, and coach/mentor staff for ongoing professional development.
- Ability to represent the organisation and negotiate with stakeholders to promote objectives and communicate strategic direction and vision.
- This position operates with a high level of independence under general direction with the freedom to act with in established policy practices.

Role Requirements

Essential

- Degree qualification in Business or Local Government Administration or in relevant field.
- At least 2 years' experience in a similar governance role with supervisory responsibilities or extensive experience in a management role within a highly regulated industry.
- Demonstrated ability to interpret and apply legislation and policies.
- Demonstrated ability to support workplace health and safety, risk management and incident reporting requirements in an operational environment.
- High level literacy, numeracy, and computer skills to create detailed reports and correspondence.
- Demonstrated initiative, accountability, and keen attention to detail.
- Current Drivers Licence.
- Satisfactory completion of a Criminal History Check.

Desirable

- A high level of understanding of the NT Local Government Act.
- Previous experience in working for an organisation operating across multiple sites.
- Experience working within a local government or regional council context, particularly in remote or rural settings.
- Proficiency in using project management tools, software, and reporting systems.
- 4WD certificate.

Travel Requirements

This position is based in Alice Springs and will often require travel for work in remote communities – including overnight stays – in the MacDonnell Regional Council area of service.

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Manager Governance, Communication and Advocacy

Position Description



Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

