

JOB DESCRIPTION

Position Title	Manager - Legal and Governance		
Position Number	35475	Location	Darwin
Designation	Executive Contract Officer 1		
Reports To (Position Title)	General Counsel and Company Secretary		
Northern Territory Government			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications see:		
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: http://www.nt.gov.au/ocpe		
Organisational Context			
Territory Generation is a Government Owned Corporation that was formed in 2014. We produce the majority of the electricity to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business.			
Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are Focus, Integrity, Respect, Safety and Teamwork (FIRST) .			
We recognise that individually, our employees offer unique value and perspective, and we are committed to a workplace that supports people from all backgrounds.			
Leadership Responsibilities			
As part of the leadership team, you are accountable for building, communicating and achieving the shared vision for Territory Generation. Key responsibilities :			
Focus	<ul style="list-style-type: none">• Share a clear Vision for the future of the organisation;• Place highest priority on organisational goals and anticipate effects of own area plans, actions and decisions on other departments within the organisation;• Drive for results – establish high goals for personal and team accomplishments, hold subordinates accountable for delivery of goals and use appropriate measurement methods to monitor progress; and• Remain self-disciplined and calm under pressure, target improvement opportunities and develop realistic timelines and action plans to achieve agreed goals.		
Integrity	<ul style="list-style-type: none">• Living the company values – role model for the organisation's vision and values at all times. Help others understand the organisation's vision and values and their importance;• Lead robust governance and ethical business practices, ensuring compliance with laws regulations and governance requirements;• Apply the comprehensive use of risk management to identify, assess and implement suitable initiatives to minimise workplace risk; and• Deliver on commitments.		
Respect	<ul style="list-style-type: none">• Actively listen and seek information to understand circumstances, problems, expectations or needs of peers and stakeholders to better improve relationships;• Check for understanding, concern or ideas and where practicable collaboratively develop support for change and solutions; and• Appropriately recognise contributions, competencies and potential in others. Look for opportunities to reinforce, reward or recognise the importance of accomplishment by individuals and teams in supporting the Values through their actions.		
Safety	<ul style="list-style-type: none">• Champion a culture of safety and proactively lead safety initiatives across the organisation ensuring safety KPIs are established and achieved;• Challenge unsafe behaviours and recognise good safety behaviours; and• Monitor safety performance ensuring teams take ownership of site and individual performance.		
Teamwork	<ul style="list-style-type: none">• Contribute to the effective conduct of the executive management team by modelling the values and directing energy to the achievement of the organisations goals and Vision;• Coach and guide others in direct team to accomplish work and team objectives by setting specific performance goals and following up as necessary;• Hold regular team feedback discussions and creates an impact to direct efforts towards achievements and results;• Contribute to the 'One team' approach by encouraging people to be accountable and take responsibility for actions; and• Work closely with executive management and direct reports to achieve collaborative outcomes benefiting Territory Generation.		

Role Responsibilities		
<p>The incumbent will lead a team responsible for Legal, Risk, Compliance, Audit, and Records Management. The role will ensure all Territory Generation's regulatory obligations are adhered to and:</p> <ol style="list-style-type: none"> 1) Support the General Counsel and Company Secretary in providing executive level strategic advice to the CEO, the Executive Leadership Team (ELT) and the Board. 2) Perform all the duties of the Company Secretary in the absence of the General Counsel and Company Secretary. 3) Lead the Corporation's risk management framework guiding the corporation into the future, with a strong focus on operational risks of the organisation. 4) Maintain and enhance relationships with key stakeholders, including external legal firms, government agencies and contractors, to project a positive image of Territory Generation internally and externally. 5) Lead the development and deployment of information relating to Risk, Compliance, Government relations, Audit, Records Management. 6) Actively model Territory Generation's Values and behave in a manner that is consistent with the Code of Conduct in order to drive a constructive culture. 		
Selection Criteria		
Essential		
<ol style="list-style-type: none"> 1) Ability to be admitted into the role of the Northern Territory Supreme Court. 2) Ability to provide high level strategic advice to the CEO and the ELT on a diverse range of corporate governance matters. 3) Demonstrated high level commercial awareness and business acumen including strategic awareness of critical business drivers and the ability to achieve required outcomes. 4) High level strategic leadership and resource management skills with proven ability to influence others to work effectively and achieve outcomes. 5) Superior strategic, conceptual, analytical, and creative skills, including an ability to understand the political, social, and organisational environment and to identify relevant issues to make sound judgements about appropriate strategies. 6) High level knowledge of corporate governance matters such as risk management, audit, compliance management, and records management. 7) Superior interpersonal skills particularly in communication, collaboration, negotiation, and conflict resolution in order to balance competing demands and influence outcomes. 8) Carry out duties in accordance with Territory Generation's safety, environmental and quality policy, safety principles, corporate values and strategies. 		
Desirable		
<ol style="list-style-type: none"> 1) Previous experience as a company secretary in a Government Owned Corporation or utilities organisation. 2) A clear understanding of the framework of government and the legislative and regulatory environment under which Territory Generation operates. 		
No. of Employees Reporting (approx.)		
Direct: 4		Indirect: 0
REVIEW / AUTHORISATION		
HR Supervisor	Date	28/08/2025
General Counsel and Company Secretary	Date	29/08/2025
Pre-Employment medicals is a requirement for all Territory Generation positions		
Closing date	23/09/2025	
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfid=330911	