

Murraylands and Riverland Landscape Board

Position Description

Team Leader Business and Governance – P26273

Tenure: Ongoing

Classification: ASO7

Hours of work: Fulltime (37.5 hours/week)

Reports to: Manager Corporate Services

Direct reports: 2

The Murraylands and Riverland Landscape Board promotes diversity, and flexible ways of working including part time hours and opportunities to work from home. Applicants are encouraged to discuss the flexible working arrangements for this role by contacting the hiring manager for this role.

About the role

This role supports the Manager of Corporate Services to provide leadership across corporate governance and risk management, performance and reporting to ensure the organisation meets its legislative and strategic obligations. It is responsible for delivering accurate and timely reporting to the Executive Leadership Team and Board, while strengthening governance, risk management and compliance frameworks across the organisation. The role also oversees the effective delivery of corporate services including facilities, IT, assets, customer service, records and workplace health and safety.

The role contributes strategic advice, leads improvement initiatives, and supports the embedding of risk-informed decision making. It plays a key role in supporting the Board, committees and senior management through high-quality governance and advisory services, ensuring strong oversight and compliance with statutory requirements.

The position leads the business support team, building capability and accountability while ensuring governance and service responsibilities are clearly understood and consistently applied. By fostering collaboration and resolving complex issues, the role supports both staff and senior leadership to deliver efficient, compliant and high-performing organisational outcomes.

About the Murraylands and Riverland Landscape Board

The Murraylands and Riverland Landscape Board is a statutory body with a focus on enhancing, conserving, and sustaining the landscapes of our impressively diverse region. Spanning vast natural environments and productive agricultural lands, our foremost focus is to collaborate with the region's communities across projects that empower people to be at the heart of landscape management.

Our teams work across projects to [conserve native flora and fauna](#), [manage pest plants and animals](#), and improve the health of the [wetlands and floodplains along the River Murray](#). Our [sustainable agriculture team](#) works to drive on-farm productivity, while our engagement team collaborates with [First Nations](#), [young people](#), [volunteers](#) and [citizen scientists](#) to build the skills and capacity of our greatest asset – our people.

Frontline staff are supported by a dynamic team of professionals working behind the scenes in roles ranging from finance and governance through to communications, planning, information management, monitoring and evaluation, investment support and more, working as one team to deliver for our region.

The landscape board employs around 85 staff with offices located in Berri and Murray Bridge, with satellite sites in Lameroo, Cambrai, and Karoonda.

Find out more about the [role of the landscape board and the work we do](#).

About our culture

People are at the heart of everything we do. Whether it's engaging with the region's landholders or creating a supportive environment for our staff, people are always at the forefront.

Reflecting this is an organisational culture that nurtures, empowers and develops staff to create real impact through the work they do. Landscape board employees' skills are developed through ongoing training, education and mentoring opportunities, and leadership programs with the opportunity to grow through promotional opportunities. We offer highly flexible working conditions including the ability to work from home and schedule your work around personal commitments.

Key results of the position

- Relevant policy implementation, corporate performance and reporting are coordinated ensuring accurate, timely and fit-for-purpose reporting is provided to the Executive Leadership Team, Board and Finance, Risk and Audit Committee.
- Corporate Services functions are effectively overseen across the board, including facilities, IT, assets, fleet, contracts, customer service, records, information management and WHS, ensuring services are delivered by responsible staff in line with legislation, governance standards and organisational risk appetite.
- Governance and executive support services to the Board, committees and senior management are overseen, ensuring high-quality outputs (including agendas, minutes, action tracking and FOI processes) are delivered in line with statutory and governance requirements.
- Operational and strategic risk management is supported and embedded across the organisation, including oversight of risk registers, monitoring and escalation processes, and provision of risk reporting to inform decision making.
- Governance frameworks, policies and procedures are maintained and continuously improved, ensuring strong corporate, financial, information, records and WHS governance, and supporting audit, assurance and continuous improvement activities.
- Leadership is provided to the business support team, setting clear expectations, building capability and accountability, and ensuring governance, risk and service delivery responsibilities are understood and consistently applied.

Key relationships

- Murraylands and Riverland Landscape Board staff.
- MRLB Board and Committee members.
- External stakeholders, including contractors and DIT.

Special conditions

- Position is based at Berri or Murray Bridge.
- A current minimum class C driver's licence is required.
- Appointment will be subject to a satisfactory criminal history check.
- Will have the opportunity to participate in fire management or associated duties.
- Some out of hours work and intrastate travel involving overnight absences from home may be required.
- Required to participate in the Murraylands and Riverland Landscape Board's Performance Development and Review Program.

Key selection criteria

Knowledge, skills, abilities and experience

- Experience in operational and/or strategic risk management, including maintaining risk registers, monitoring controls and treatments, and supporting risk reporting and assurance activities.
- Experience developing or reviewing policies, procedures and controls to ensure legislative and organisational compliance.
- Demonstrated experience in leading and managing people and work, including planning and prioritisation, performance management, issue resolution and capability development.
- Proven experience coordinating complex projects and activities, involving multiple components or stakeholders, to deliver outcomes within agreed timeframes.
- Experience in managing business support, information and records functions, with the ability to apply relevant legislation, policies and standards.
- Strong analytical, organisational and written communication skills, including the ability to interpret complex information, identify issues and trends, and provide clear, practical advice to support executive decision-making.
- Demonstrated initiative, judgement and adaptability, including the ability to work effectively in a changing, customer-focused environment and support the implementation of improved systems and practices (including change management principles).
- Knowledge of Freedom of Information Act 1991 is desirable.
- Demonstrated experience with working to the principles and legislative requirements of the Work Health Safety and Welfare Act.

Qualifications / Education

- A Tertiary studies in business administration or management, public sector administration, leadership or similar are considered highly desirable.

Expectations and values

- Maintain a commitment to professional conduct in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to Equal Employment Opportunity (EEO), cultural safety and diversity in the workplace.
- Acknowledge and respect the cultural authority of Aboriginal and Torres Strait Islander people in line with the Landscape SA *Aboriginal and Torres Strait Islander Statement of Commitment*.

Division:	Landscapes SA	Date approved:	22 June 2026
Branch:	Murraylands & Riverland Landscape Board	Classified by:	Katrina Bell