

### 1. Position Identification

<b>Title:</b>	Governance Officer	<b>FHL Level:</b>	6
<b>Department:</b>	Office of the CEO	<b>Agreement/Award:</b>	EBA
<b>Reporting to:</b> <i>(Position)</i>	CEO	<b>Date last updated:</b> <b>By whom:</b>	People & Culture January 2021

### 2. Purpose of Position

Reporting directly to the CEO, the Governance Officer is responsible for providing high quality governance support in an efficient and effective manner to assist the Board, Committees and Executive to meet their statutory and fiduciary obligations.

### 3. Key Working Relationships

<p><b>Internal:</b> Board of Directors Board Committees Executive Team</p>	<p><b>External:</b> Government Departments Ministerial Offices Partner Organisations Consultants Peak Bodies ASIC ACNC</p>
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### 4. Accountabilities and Responsibilities

- Provide professional administrative and governance support to the Board of Directors, Committees, CEO, Company Secretary and Executive Team.
- Preparation of Board and Committee Agendas.
- Preparation of Board and Committee papers and related processes through high levels of coordination with the Executive Team to ensure papers are delivered in a timely manner and are of a high quality.
- Minute taking, following up matters from meetings, and distribution of the minutes of all Board and Committee Meetings.
- Support the Board, Committees and Executive to ensure that action items from each meeting are achieved in a timely manner.
- Ensure strong working relationships with key stakeholders through excellent customer service, exceptional communication skills and strong attention to detail.
- Review and update applicable Board and Committee policies, procedures, and documents, and ensure compliance with specified reporting obligations.
- Maintain company registers, including but not limited to, Company Membership, Documents Signed under Seal, Board Attendance, Board Minutes and Directors Interests.
- Development and ongoing maintenance of the annual schedule of Board and Committee meetings and items.
- Assist with and attend to signing of contracts and other documentation as required.
- Assist with planning of and execution of the Annual General Meeting, Strategic Planning Sessions, Board Performance Reviews and Director / Committee Member induction.
- Other duties as required.

## Job Description

### 5. Culture and Values

**Solution Focused**

We work together to find solutions that benefit our people and customers

**Caring**

We care for others and display empathy, fairness and respect

**Honest**

We act with integrity and own our decisions

### 6. Safety Awareness

You will act in a manner that is consistent with FHL's duty of care requirements, including but not confined to:

- Take reasonable care to ensure your own safety & not risk others by any act or omission.
- Follow all safe work practices and procedures
- Use personal protective equipment as identified for individual tasks
- Take immediate action on any identified hazards
- Report any incidents or injuries to both manager and HR

### 7. Work Related Requirements/Selection Criteria

**Essential Criteria**

- Well-developed time management and organisational skills, with ability to balance conflicting priorities and deadlines.
- Demonstrated experience in the provision of corporate governance support and understanding of best practice corporate governance principles.
- Highly developed interpersonal skills, with the ability to effectively communicate both written and verbally at all levels.
- Proven experience working with confidential information.
- Ability to work autonomously with a high degree of self-motivation, initiative and drive to achieve outcomes.
- Advanced computing knowledge, including Microsoft office and experience with Board/Governance electronic platforms.
- Ability to work outside normal working hours to attend to meetings where required.

**Work Related Requirements**

- National Police Clearance.
- Current WA Drivers Licence.

**Desirable Skills**

- Experience with Diligent Board Management Software and Adobe Pro.

### 8. Position Dimensions

<b>Number of staff directly reporting to position</b>	Nil
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## Job Description

<b>Work Locations</b>	Leederville, other offices as required.
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Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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