

**ARPC Position Description**

<b>Role Title:</b>	Governance Administrator		
<b>Function:</b>	Governance, Risk and Compliance	<b>Classification broadband:</b>	ARPC56
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to (role title):</b>	Executive Manager, Governance and Legal		
<b>Direct Reports (role titles):</b>	Nil		

**Purpose of the role** (Why the role exists; how the role contributes to the ARPC’s strategic objectives)

The Governance Administrator supports the smooth functioning of Board and Committee processes with a strong focus on effective administration of meetings. The role assists the seamless delivery of Board and Committee secretary support to the Board, its Committees and Senior Management.

**Key Accountabilities** (Key activities, tasks, and outcomes to be achieved)

Role model ARPC’s Values and Code of Conduct and capabilities set out in ARPC’s Capability Framework.

**Board and Board Committees**

- Provide efficient and effective secretariat services for the ARPC Board and Committees, including logistical coordination of Members diaries and scheduled meetings.
- Support the Executive Manager, Governance and Legal review, load and distribute Board and Committee papers.
- Assist with the management of the ARPC relationships with Board and Committee Members, ARPC employees and other external stakeholders. Liaise with stakeholders and ARPC employees in a professional and timely manner.
- Maintain Board secretary and governance related governance documents, registers, and correspondence.
- Arrange induction and training for Board Members.
- Prepare documentation associated with Member’s expense claims and travel arrangements for approval by the Chair ensuring all claims abide by the Board Code of Conduct.
- Work with the Executive Manager, Governance and Legal to manage and review the Board and Committee agendas including timing of meetings, attendees and itinerary for all offsite meetings and coordinate travel as required.
- Provide assistance and guidance to employees and external attendees so they are aware of what is required for their agenda item, submission timing and meeting attendance.
- Providing a guidance and support service for ARPC employees responsible for writing papers for the Board and its Committees.

**Management Committees**

- Provide efficient and effective secretariat services for ARPC’s Management Committees, including logistical coordination for meetings, assist in the preparation of papers and coordination of meeting actions.
- Working with Committee Chairs to influence forward work schedules and ensuring that that they align with strategic and business outcomes and both Board and management planning cycles.
- Provide high level assistance to the CRGO, Executive Team and Board as required, including stakeholder liaison, research, internal coordination and drafting of briefings and correspondence.

**Governance and Compliance**

- Assist with the management and coordination of the ARPC’s internal audit program and internal policy documents.
- Identify opportunities for improvement in board and committee policies and reviewing papers for each Board and Committee.
- Prepare associated documentation in regard to Corporate Governance issues, including providing advice and assistance.

**Legal advice and services**

- Assist coordinate legal advice, facilitate payment of invoices and related administration associated with external legal services providers to facilitate ARPC receiving effective legal services.

**Key legislative / regulatory role responsibilities**

**Public Interest Disclosure Act 2013 (PID Act)**

- ARPC Managers may receive disclosures from staff they supervise or manage and are responsible for providing to an ARPC Authorised Officer (CEO, CFO, COO) as soon as practicable, any information provided to them that concerns disclosable conduct (within the definition of PID Act S.60A).
- ARPC Managers must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.
- ARPC staff must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.

**Privacy Act 1988**

- ARPC staff must adhere to the Australian Privacy Principles and the ARPC Privacy Policy and report any privacy breaches by any employee or contractor to the Privacy Officer (CFO) and/ or Privacy Champion (COO) as soon as they become aware of them.

**Freedom of Information Act 1982 (FOI Act)**

- ARPC staff are responsible for notifying and supporting the Information Public Scheme (IPS) Team to ensure published website Information is accurate, up-to-date and complete.
- ARPC 'owners' of website content are required to review content on their page(s) at least annually.

**Security**

- Responsible for monitoring their staff (including contractors), resources and functions to ensure security controls are maintained and operate effectively.
- Responsible to ensure that staff (including contractors) are aware of and practice the appropriate security procedures for protecting individuals, official information, and other valuable resources.

**Working Relationships (Key stakeholders, clients, customers, suppliers, providers, consultants, etc.)**

**Internal Relationships**

- Build and maintain strong relationships across ARPC by working closely with the business

**External Relationships**

- Build and maintain strong relationships with industry peers

**Person specification**

**Qualifications and experience**

**Qualifications** (indicate whether mandatory or desired)

- Tertiary qualification in a related field or equivalent experience. Desired
- Undertaking (or a desire to) undertake formal governance qualifications with the Australia Governance Institute. Desired

**Experience** (minimum type and level of experience required to perform the role)

- Senior administration background with a minimum of 5 years' experience (Legal background would be highly desirable) Desired
- Experience with electronic Board paper applications – Diligent is preferred. Desired
- Hands On knowledge and experience of current corporate governance frameworks. Mandatory
- Ability to work under pressure and to strict deadlines. Mandatory
- Excellent interpersonal skills coupled with effective stakeholder management capabilities. Mandatory

**Technical Capabilities** (skills, knowledge, technical or specialist capabilities)

- A working knowledge of current corporate governance frameworks and accountability issues in an APRA regulated entity and/or Australian or State Government environment.
- Demonstrated knowledge and experience in managing and providing high level secretariat support to Boards and Committees.
- Excellent interpersonal skill, both verbally and in writing, with a customer focused approach.
- Ability to work effectively in a fast paced, adaptive team environment and develop and maintain productive working relationships with stakeholders and employees.
- An ability to prioritise, plan and organise work independently and be accountable for work output.

- Demonstrated ability to exercise sound judgement, identify the criticality of tasks and manage complex matters efficiently.
- Exceptional organisational, time management and administration skills with demonstrated accuracy and attention to detail
- In-depth knowledge of legislative, financial, and administrative frameworks and a sound understanding of decision-making processes.

<b>Authorities</b>	<b>Limits/ Type</b>
Financial Delegations:	As per ARPC Financial Delegations
HR Delegations:	As per ARPC Enterprise Agreement
Declared Terrorist Incident (DTI):	As per ARPC DTI Response Procedure

<b>Additional requirements</b>

<b>ARPC Values</b>
<ul style="list-style-type: none"> <li>• Delivering for our stakeholders</li> <li>• Collaboration</li> <li>• Personal leadership</li> <li>• Integrity</li> <li>• Wellbeing</li> </ul>

<b>ARPC Capabilities (Integrated Leadership System)</b>
ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.
<ul style="list-style-type: none"> <li>• Shapes strategic thinking</li> <li>• Achieves results</li> <li>• Cultivates productive working relationships</li> <li>• Exemplifies personal drive and integrity</li> <li>• Communicates with influence</li> </ul>

<b>Prepared by:</b> <i>(Name &amp; Position)</i>	Catherine Tissier Manager Talent Acquisition and Development Rachael Glasson Executive Manager, Governance & Legal	<b>Signature and Date:</b>	December 2022
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<b>CEO Approval:</b>	Dr. Chris Wallace Chief Executive Officer	<b>Signature and Date:</b>	