

**ARPC Position Description**

<b>Role Title:</b>	Manager, Board Secretariat		
<b>Function:</b>	Company Secretary and Legal	<b>Classification broadband:</b>	EL1
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to</b> (role title):	Company Secretary and Head of Legal		
<b>Direct Reports</b> (role titles):	Nil		

**Purpose of the role**

The purpose of this role is to support:

- the effective implementation and delivery of Board Secretariat practices which support ARPC to meet its statutory and legal obligations, and
- coordination of legal services across all ARPC functions.

**Key Accountabilities**

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

**Board Governance**

- Coordinate Board and Committee activities (meetings, agendas, papers) reflecting ARPC's activities, and member expectations.
- Monitor Board and Committee adherence to policy and procedures to meet obligations under applicable legislation including the PGPA Act.
- Review and monitor the business at Board and Committee meetings to ensure activities are actioned as required following meetings.
- Organise and assist facilitate the induction and professional development of Board members.
- Facilitate ongoing communication between ARPC and Board members.
- Contribute to and coordinate the timely provision of complete, concise, and accurate Board and Committee papers that assist members in making decisions.
- Contribute to the development, review and continuous improvement of secretariat and Board related policies, procedures, and processes, and the broader function.
- Review and ensure accurate reporting in the governance sections of ARPC's annual report and Corporate Plan.

**Legal services**

- Coordinate the appropriate management of ARPC's legal risks including:
  - the provision of accurate and timely legal advice to executives on a variety of legal topics from external legal advisors,
  - provide legal related input to data governance frameworks and assessments,
  - the development and implementation of processes and procedures for the efficient provision of legal services to ARPC and monitor compliance,
  - liaising with internal and external advisors relating to Public Interest Disclosures under the Public Interest Disclosures Act 2022 and Freedom of Information Act 1982.

**Other**

- Provide assistance and participate in ARPC Corporate projects as and when opportunities arise.

**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 all business functions.

**External Relationships**

- Build and maintain strong relationships with external legal service providers and consultants, vendors, and partners.

**Person specification**

**Qualifications and experience**

**Qualifications**

- Tertiary qualification in a relevant field. *Mandatory*
- Obtained or pursuing post graduate governance qualifications. *Desired*

**Experience**

- Significant experience in governance and / or compliance teams demonstrating a strong ability to develop and implement effective governance frameworks. *Mandatory*
- Knowledge of highly regulated environments. *Mandatory*
- Knowledge of insurance sector, government, or financial services sector. *Desired*

<b>Technical Capabilities</b> (skills, knowledge, technical or specialist capabilities)
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, both verbally and in writing.</li> <li>• Knowledge and understand of the Corporations and Public Governance, Performance and Accountability Acts</li> <li>• Strong written and verbal communication skills</li> <li>• Excellent analytical skills with the ability to derive simple insights from complex data.</li> <li>• Ability to build and maintain strong relationships with stakeholders.</li> <li>• Proven ability to exercise sound judgment, action critical and complex tasks.</li> <li>• Outstanding organisational, time management and administration skills with demonstrated attention to details.</li> </ul>

<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 and DCE Response Procedures

<b>Additional requirements</b>

<b>ARPC Values</b>
<ul style="list-style-type: none"> <li>• Respect</li> <li>• Service</li> <li>• Integrity</li> <li>• Wellbeing</li> </ul>

<b>ARPC Capabilities (Integrated Leadership System)</b>
<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>	Rachael Glasson Company Secretary & Head of Legal	<b>Date:</b>	July 2024
<b>Roles up to &amp; incl. EL1</b> <input type="checkbox"/> <b>Approved by:</b>	Scott Unterrheiner, Chief Financial Officer	<b>Date:</b>	July 2024