



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	CORPORATE GOVERNANCE LEAD
Position no:	50068851
Team:	[Finance]
Department:	Board Secretariat & Corporate Governance
Location:	Sydney
Reports to:	HEAD OF BOARD SECRETARIAT & CORP GOVNCE 50068602
Classification:	Senior Executive
Schedule:	[Executive]
Roster cycle	[Executive]
Band/level:	[EL 2]
HR Endorsement:	10/05/2024

Purpose

As required by the Head of Board Secretariat & Corporate Governance, support the Board Secretariat function, and advise on, develop, and maintain a cohesive governance and compliance framework to enable the ABC to comply with its statutory obligations under relevant laws and regulations.

Key Accountabilities

- Assist the Head of Board Secretariat & Corporate Governance with the efficient and effective operation of the ABC Board and associated committees and councils to ensure the ABC complies with the Australian Broadcasting Corporation Act (ABC Act), the Public Governance Performance & Accountability Act (PGPA Act), and other relevant statutory obligations. This includes ensuring the clear communication between Board and management of Board and Subcommittee agendas to ensure all compliance obligations are met.
- Assist the Head of Board Secretariat & Corporate Governance to devise recommendations for the ABC's compliance with corporate governance accountabilities to ensure all relevant legal and statutory requirements are met.
- Develop and maintain a corporate governance framework for the ABC focused on delivering excellent governance outcomes.
- Assist in the regular review of governance processes including analysing existing processes, recommending and implementing changes, documenting new processes and procedures to

support compliance, continuous improvement and best practice in corporate governance. This will include identifying efficiencies in processes.

- Keep abreast of trends and developments in corporate governance, including changes to legislation, and identify opportunities that will benefit the Corporation.
- Provide advice to the Head of Board Secretariat & Corporate Governance on corporate governance issues as they arise to ensure the Head of Board Secretariat & Corporate Governance is well informed and can respond as appropriate.
- Provide advice, communicate and consult on a broad range of corporate governance matters.
- Consult with senior management across the ABC to deliver the corporate governance and compliance framework and advise them on compliance obligations attached to their roles and teams.
- Provide advice to the ABC about appropriate organisational policies and ensure that the ABC policies are up to date. Assist the Head of Board Secretariat & Corporate Governance in maintaining the Board Policy Framework in liaison with the Board and steward the organisation in the adoption, understanding and adherence to policy.
- Keep abreast of changes in the law and regulatory environment as those changes affect the corporate governance and compliance of the ABC. Consult with ABC Legal as appropriate regarding changes in the law.
- Build and maintain collaborative working relationships with key executives and stakeholders to support the Board Secretariat & Corporate Governance function.
- Maintain a high degree of confidentiality and exercise effective information security management.
- As directed by the Head of Board Secretariat & Corporate Governance, undertake other matters commensurate with the governance obligations of the ABC and the requirements of the Board Secretariat.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Proven admission as a Legal Practitioner of the Supreme Court of New South Wales (or other State or Territory) for a minimum of 10 years.
2. Expert knowledge of, and experience developing and maintaining, corporate governance and compliance frameworks.
3. Demonstrated experience and skills in a company secretarial capacity with experience preparing and writing Board briefings and reports, and the preparation of accurate and timely minutes of meetings.
4. Demonstrated highly developed analytical, planning, organisational, and research skills and the ability to appropriately prioritise.
5. Demonstrated ability and enthusiasm for building and maintaining collaborative working relationships across a large corporation, including at the most senior levels.
6. Demonstrated highly developed interpersonal and negotiation skills with the ability to influence others by presenting a sound and considered approach towards objectives.
7. Knowledge of the regulatory framework and obligations applying to a Commonwealth statutory corporation is preferred.

8. Knowledge of media industry preferred.
9. Proven ability to think laterally and exercise judgement in solving complex problems.
10. Demonstrated superior oral and written communication skills with the ability to draft complex documents, and the ability to deliver high quality presentations, and interpret and present complex ideas concisely.
11. Demonstrated ability to manage resources.
12. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
13. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
14. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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