Position Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Senior Corporate Secretary</th>
<th>HEW Level</th>
<th>HEW 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Office</td>
<td>Council Secretariat</td>
<td>Position Number</td>
<td></td>
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<tr>
<td>Department/Team</td>
<td>Office of General Counsel</td>
<td>Date</td>
<td>August 2019</td>
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</table>

Position Purpose: Responsible for the overall management of University Council business, including the provision of high-level advice on governance matters and professional secretariat services to the Council, its various committees and boards of its controlled entities to ensure compliance with statutory and regulatory requirements.

ORGANISATIONAL CONTEXT

The General Counsel’s Office is responsible for the provision of legal services to the University.

The University Council is the governing body of the University chaired by the Chancellor. It has a number of committees comprised of Council and external members which report to it.

The University has a number of controlled entities with their own boards and compliance obligations.

The senior corporate secretary plays an important role in supporting the effectiveness of the University Council by monitoring that its functions and procedures are carried out as required by the Macquarie University Act 1989 and any other regulatory requirements and coordinating the timely completion and despatch of board agenda and briefing material.

The senior corporate secretary will liaise with the Council, through the Chancellor, on all governance matters, and members of the Council and its committees will have access to the senior corporate secretary.

The Senior Corporate Secretary will oversee the provision of corporate secretary services to boards of University controlled entities, including ensuring compliance with statutory reporting and lodgement obligations.

ORGANISATION CHART

[Diagram of organisational structure with roles and teams indicated]
### KEY ACCOUNTABILITIES

- Provide procedural advice and services to the Chancellor and Council members in relation to their duties and responsibilities, relevant legislation and regulations to ensure the effective and legally compliant functioning of the University Council and its Committees.
- Responsible for the effective arrangements of University Council and Committee meetings and processes in line with sound governance practice, including development of meeting calendar, issuing proper notice of meetings, preparation and circulation of agendas, attendance at meetings, drafting of papers and producing minutes to record business transacted and decisions.
- Provide advice and strategic leadership to the Council and its Committees in accordance with sound corporate governance and good governance practices, including drafting and advising on relevant policies and procedures.
- Co-ordinate required regulatory corporate reporting and registration.
- Induction and ongoing development of Council members to support them in the discharge of their role and responsibilities to act for and on behalf of the University in the manner best calculated to promote the objects and interests of the University.
- Responsible for the safe custody of the official record of the Council's business and maintaining a record of outstanding business.
- Facilitate communications between members of the Council, the Vice-Chancellor and senior staff in the University on matters of governance.
- Act as the main point of contact for members of Council, including for members wishing to obtain information direct from officers of the University.
- Ensure that controlled entities of the University receive effective corporate secretary support, including regulatory reporting and registration.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>General Counsel</th>
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<tr>
<td><strong>Positions Reporting to:</strong></td>
<td></td>
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<tr>
<td>Direct: Corporate Secretary</td>
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<tr>
<td>Indirect: Legal Secretary / Council Secretariat Administrator</td>
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<tr>
<td><strong>Key Direct Clients:</strong></td>
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<tr>
<td>• University Council</td>
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<tr>
<td>• Committees of Council</td>
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<tr>
<td>• Office of the Vice-Chancellor</td>
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<tr>
<td>• Executive Group</td>
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<td>• Immediate team members</td>
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<tr>
<td><strong>Other Key Relationships:</strong></td>
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<tr>
<td>• Heads of Office, Heads of Dept, Senior Managers</td>
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<tr>
<td>• Particular staff members in other offices or departments</td>
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<tr>
<td>• Other staff members in own office or department</td>
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<tr>
<td>• Other external contacts</td>
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<td><strong>Budget Accountability:</strong></td>
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<td>Role-specific Conditions:</td>
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<tr>
<td>• Criminal checks</td>
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<td>• Working with children checks</td>
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<td><strong>Scope and autonomy</strong></td>
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<tr>
<td>Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise.</td>
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<td><strong>Problem solving</strong></td>
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<tr>
<td>Manages significant organisational problems and/or issues and undertakes complex strategic planning and decision making.</td>
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**CAPABILITY FRAMEWORK**  
Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>Clusters of behaviours required for successful performance.</th>
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<tbody>
<tr>
<td><strong>Managing complexity</strong></td>
<td>Assimilating complex information and data to make informed decisions and provide sound, practical advice to contribute to business outcomes.</td>
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<tr>
<td><strong>Delivering Outcomes</strong></td>
<td>Holding self and others accountable for achieving high quality and solution focused outcomes.</td>
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<tr>
<td><strong>Judgment</strong></td>
<td>Makes decisions and acts using sound, practical principles being aware of the total environment.</td>
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<tr>
<td><strong>Relationship Management</strong></td>
<td>Actively engages with others to establish trust and effective working relationships with others</td>
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<tr>
<td><strong>Teamwork</strong></td>
<td>Working in collaboration with others to achieve shared goals</td>
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<tr>
<td><strong>Communication</strong></td>
<td>Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
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<tr>
<td><strong>Influencing and persuading</strong></td>
<td>Building commitment by convincing others and winning them over to a particular point of view.</td>
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<tr>
<td><strong>Analysis and judgment</strong></td>
<td>Evaluating information and data to solve problems and make decisions</td>
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<tr>
<td><strong>Organisation</strong></td>
<td>Ability to manage and organise work priorities and stakeholders to ensure that deadlines are met.</td>
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<tr>
<td><strong>Tracking Performance</strong></td>
<td>Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
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<tr>
<td><strong>Leading and Directing</strong></td>
<td>Taking the lead and exercising influence when managing complex situations and/or making critical business decisions.</td>
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<tr>
<td><strong>Giving Feedback</strong></td>
<td>Letting others know in a respectful, supportive and straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
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<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>Personal qualities related to successful performance.</th>
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<tr>
<td><strong>Accountability</strong></td>
<td>Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Flexibility</strong></td>
<td>Responding effectively to unexpected or changing circumstances</td>
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<tr>
<td><strong>Confidence</strong></td>
<td>Understands and trusts in own capabilities, accepts challenges and seeks assistance when needed.</td>
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<tr>
<td><strong>Curiosity</strong></td>
<td>Inquires and maintains a drive to learn new things.</td>
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<tr>
<td><strong>Resilience</strong></td>
<td>Dealing effectively with and recovering quickly from setbacks and pressure.</td>
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<td><strong>Interpersonal Impact</strong></td>
<td>Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Integrity</strong></td>
<td>Maintaining confidentiality, discretion and professional independence.</td>
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<td><strong>Assertiveness</strong></td>
<td>Respectfully challenges and openly expresses ideas and opinions.</td>
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<td><strong>Detail Oriented</strong></td>
<td>Attentive to details and processes.</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Tertiary qualification, and ideally qualification in Corporate Governance and/or Law.
- Substantial relevant experience as a Corporate Secretary or senior governance leader
- Depth and breadth of knowledge of corporate governance, compliance and reporting requirements.
- An appreciation for confidential matters and discretion, along with high levels of professionalism.

KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Proven experience working as a Senior Corporate Secretary in higher education sector or with Boards and senior executives of a large organisation.
- Demonstrated experience working collaboratively at a senior level and efficiently in a complex, results-driven environment.
- Demonstrated ability to work independently and provide guidance to team member(s).
- Developing and managing strong, open relationships with stakeholders and clients, with demonstrated ability to deal with ambiguity, and proactively confront difficult issues.
- Excellent verbal and written communication skills with the ability to communicate professionally and effectively at all levels.
- Proactive, efficient and highly organised in managing conflicting priorities to meet deadlines.

ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

Knowledge of how the University works and how relevant functions across the University interrelate.

Knowledge of the University’s office functions and structure.

Knowledge of the University’s policies, systems, processes and procedures.

Understanding the external context relevant to areas of expertise.