

POSITION DESCRIPTION – Board Administrator

Position Title	Board Administrator	Department	Secretariat / Office of the CEO
Location	Melbourne	Direct/Indirect Reports	N/A
Reports to	Society Secretary & CGO	Date Revised	8 July 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0040580

■ Position Summary

Efficient and effective administration support to the Society Secretary & Chief Governance Officer, Committee Secretary and Red Cross Society Directors, including the administrative co-ordination of all Red Cross Secretariat records, statutory registers, agendas, minutes and papers for Board and Committee meetings, as well as managing travel administration for the Directors and working with Executive Assistants to the President, CEO and Deputy CEO to support general administration for CEO Office members from time to time.

■ Position Responsibilities

Key Responsibilities

Under the supervision and oversight of the Society Secretary & Chief Governance Officer, and working in collaboration with the Committee Secretary:

- Managing the online Board portal, including the uploading of Board and Committee papers and Resource Centre.
- Maintenance of the Board and Society's statutory registers and Secretariat records and other documents.
- Assisting in the redesign of the Secretariat record keeping system and restructure of the Diligent online Resource Centre.
- Managing the Board and Committee calendar and co-ordinating Board and Secretariat function activity, including meetings scheduling and catering.
- Assisting in the preparation of draft agendas, minutes and papers for Board and Committee meetings.
- Managing travel administration for the Directors, including administration of travel requests and expenses.
- Assisting with drafting and filing of regulatory lodgements with the ACNC and ASIC.
- Assisting with efficiency improvements in Board and Committee documentation and processes.
- Responding to day to day queries from the business regarding Board/Secretariat activity and records.

- Providing ad hoc assistance and administrative support to the Secretariat team as required and completing payment and reconciliation of Secretariat invoices. Providing administrative support to the Deputy President, Chair of the Audit & Risk Committee and any other governance office bearers.
- Working with Executive Assistants to the President, CEO and Deputy CEO to support general administration for the CEO Office from time to time.

■ Position Selection Criteria

Technical Competencies

(These are the specialist skills required for the role. Below are examples only)

- Strong experience in liaising with senior executives and directors
- Strong practical governance experience in a best practice environment for Board and Committee administration.
- Strong attention to detail.
- Strong ability to manage competing priorities and deadlines.
- Proven highly developed organisational and time management skills
- Excellent records management and general office administration
- Basic proficiency in MS Office or similar software and experience using databases

Qualifications/Licenses

(These are the specific qualifications and licenses required for the role. Please note whether they are desired or essential. Below are examples only)

- N/A

Behavioural Capabilities

(Please select **3-5** of the following capabilities)

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Managing my behaviours** | Demonstrated track record in managing emotions and behaviours and understanding their impact on others. Ability to self-monitor and make improvements to manage own performance.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **Organisational effectiveness | Innovating and improving** | Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.