

Position description

Board Services Officer - Canberra

Position data

Position no.	E10040	Review Date	March 2019
Work level	Level 4	Directorate/business unit	Regulatory Operations
Reports to (role)	Operational Support Manager	Operating budget	Registration
Number of direct reports	0	Location	Canberra
Positions reporting to this role	0	Status	Part time (0.4FTE), 6 months Fixed Term
Number of indirect reports	0	Close Date	Please refer to job advertisement

Position purpose

The purpose of the role is to support the decision making process of Boards and Committees. This is achieved in two key functions: supporting governance by monitoring and providing advice on member duties, conflicts of interest, delegations, and terms of reference, and providing secretariat support by ensuring accurate and timely publishing of agendas and decisions and actions consistent with the national board services framework.

Key result areas

Accountabilities	Key Activities
Board Support	<p>Support Board and Committee governance by monitoring and providing advice to members about their duties, conflict of interest, delegations, terms of reference, and any other relevant rules or regulations</p> <p>Prepare and publish electronic agendas for Board and Committee Members within the specified timeframes</p> <p>Record decisions and actions coming from meetings and publish to AHPRA staff within the specified timeframes</p> <p>Facilitate and host Board and Committee meetings to ensure the smooth running of the meeting, and provide support to Board and Committee Chairs and members</p> <p>Coordinate the meetings of Boards and Committees, including the booking and preparation of meeting rooms, teleconference, videoconference services, travel arrangements and catering</p> <p>Develop and maintain positive and productive working relationships with all Board and Committee members, specifically Board and Committee Chairs, AHPRA staff and other related stakeholders</p> <p>Provide support to members with their iPads and the electronic board paper system</p> <p>Due to the scheduling of some Board and Committee meetings, it is possible that after hours work will be required.</p>
Administration	<p>Communicate with AHPRA staff on agenda papers, meeting times, and drafting of decisions and actions as required.</p> <p>Prepare recommendation run sheet for required meetings and update after meeting completion</p> <p>Prepare required reports for quarterly Board Services KPI and others as required</p> <p>Contribute to the continuous improvement of Board services and related processes</p> <p>Assist the Manager, Operational Support Services as required and undertake all other duties as assigned or delegated</p>
Team Support	<p>Work collaboratively with all local team members and all AHPRA staff to ensure accurate and timely service is provided to Board and Committee members</p>

Mandatory accountabilities for all employees	
Our way of working	<p>Incorporate the AHPRA Way of Working into daily work practices.</p> <p>Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures.</p> <p>Adhere to and apply the information contained in any AHPRA mandatory or job related training.</p>
Workplace Health & Safety Management	<p>Adhere to AHPRA's workplace health and safety policies and procedures.</p> <p>Take reasonable care for own and others health and safety.</p> <p>Identify and report any health and safety problem, hazard/risk or defect which may give rise to danger.</p> <p>Report any health and safety incident immediately and implement measures to rectify cause.</p> <p>Complete all mandatory or additional workplace health and safety training as required by AHPRA.</p> <p>Follow any reasonable instruction by management in relation to workplace health and safety.</p>
Customer Service	<p>Deliver a professional, proactive, accurate, efficient, confidential and customer focused service to a wide range of internal and external stakeholders.</p>
Self Development	<p>Participate in periodic performance appraisals.</p> <p>Complete agreed activities in performance improvement plans or development plans.</p>

Key requirements

Key stakeholders	Qualifications / experience	Personal attributes
Internal Notifications team members Compliance team members Registration team members Legal team members Board and Committee members Board services team members National Office staff External	Required Proven success at providing high level administrative support to senior stakeholders in a demanding, high volume environment Intermediate level knowledge and skills using a range of software packages such as records management systems, Adobe Pro/DC and including MS Office Typing speed of better than 30 words per minute at 95% accuracy Desirable	Demonstrated ability to interpret and provide guidance about legislation, policy and procedures to high-level stakeholders Demonstrated, high level verbal presentation and written communication skills with the ability to capture and prepare accurate and detailed records of meetings Demonstrated ability to build and maintain productive working relationships with a range of internal and external stakeholders, within a sensitive corporate environment Proven, high-level organisational skills, including the ability to effectively prioritise and manage multiple tasks and meet all deadlines Demonstrated adaptability and responsiveness within a rapidly evolving work environment Proven ability to work both independently and collaboratively as part of a small, task focused team