

MELBOURNE WATER POSITION DESCRIPTION

Assistant Company Secretary

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Company Secretary	N/A
THIS ROLE EXISTS TO: (PURPOSE)	
<ul style="list-style-type: none"> • Provide high quality support to the Company Secretary, Leadership Team and Board to ensure Board functions are carried out in a timely, efficient and professional manner; • Act as the primary contact point (the public face) of the Company Secretariat in liaising with Committee GMs and Board paper authors (Leadership Team and DRs) and between the Company Secretariat and Board members. • Counsel Board Paper authors in relation to Board Paper process and provide guidance for Board meeting process and expectations. • Responsible for tracking departmental achievement of strategic goals and departmental administrative requirements (for example, forecasting and budgeting, performance against business plan, preparation of Monthly Business Review reporting etc.). • Ensure that all aspects of Board logistics (from Board paper preparation and delivery, through to preparation for IT at Board meetings) are delivered seamlessly to provide the best possible environment for Board decision making. 	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> • Take carriage of Board paper preparation process and logistics for Board meetings • Recognise and adhere to the highest ethical standards and rules of professional responsibility, confidentiality and discretion. • Act as liaison point between Board paper authors, Board members and Company Secretariat • Proactively support Company Secretary in managing Board Committee and Board meeting materials and processes to ensure that timetables are met and meetings provide the best environment for Board decision making. • Build strong relationships with Board members and act as primary contact for company secretariat. • Provide administrative support to Company Secretary in managing key departmental processes (such as budgeting, planning etc.) • Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. 	
KEY RESPONSIBILITIES	KPIs
Board Committee and Board Meeting Planning <ul style="list-style-type: none"> • Assist in scheduling and then produce and maintain Board and Committee Forward Schedules and agendas. • Assist the Company Secretary in the coordination and planning of meetings, training and other governance activities and preparing and distributing meeting agendas and meeting materials and acting as liaison with all involved. • Track matters arising from Board and Board Committee meetings. • Assist the Company Secretary with Board and Committee papers. • Manage Corporate Secretariat calendar across Board and Committees and Directors' schedules 	<ul style="list-style-type: none"> • Forward Board calendar settled and issued to Board by 30/7 • Meeting scheduling/changes to meeting times are dealt with with minimal disruption • Board papers are published one week prior to each meeting

Job level: EA 7
 Assessed by: People & Capability
 Date: February 2020

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Board Paper Preparation <ul style="list-style-type: none"> • Prepare shell minutes and final running sheet with attendees and contact details. • Manage the process for the production of papers and reports for Board and Committee meetings and annual Strategic Planning meetings. • Track matters arising to monitor completion dates and items referred across Committees/Board. 	<ul style="list-style-type: none"> • Board papers uploaded and issued to Board one week prior to Board/Committee meetings • Final running sheet prepared day before meeting • Shell minutes prepared and available day after meeting
Board Meeting Logistics <ul style="list-style-type: none"> • Organise setting up for all Melbourne based Board and Committee meetings including ensuring 'technical' requirements for all Board and Committee meetings are in place 	<ul style="list-style-type: none"> • Board meeting logistics (catering, IT, handouts etc.) are taken care of and meetings run smoothly with "no surprises"
Record Keeping <ul style="list-style-type: none"> • Provide confidential administration functions to the Company Secretary by updating and maintaining files (including controlled documents), registers (including Conflicts of Interest, Gifts, Benefits and Hospitality), email and directories and office filing systems. • Work with IT to maintain currency of relevant pages on the extranet and the intranet. • Ensure currency in Inflow of Board and Committee reports and provide assistance to authors with queries re templates. 	<ul style="list-style-type: none"> • Board registers (GBH, meeting attendance, decisions made) are kept up to date. • Currency of relevant pages on intranet and extranet is maintained with updates being made when required • Inflow is updated with most recent templates and authors provide positive feedback in relation to level of assistance received
Administrative Support for Directors <ul style="list-style-type: none"> • Assist Directors with general administrative queries on an "as needed" basis including support for IT and processing of reimbursements. 	<ul style="list-style-type: none"> • Directors are responded to in a timely manner and provide positive feedback
General Administrative Support for Company Secretary <ul style="list-style-type: none"> • General administrative support for Company Secretary including managing inbox for corporate secretariat. 	<ul style="list-style-type: none"> • Administrative support is provided • Receive requests relating to the Board and/or a Committee/s from the business and respond appropriately and in a timely manner.
Departmental Processes <ul style="list-style-type: none"> • Support Company Secretary in meeting internal business process requirements for Company Secretariat and Legal Services (for example, forecasting and budgeting, business planning and reporting etc.). 	<ul style="list-style-type: none"> • Draft forecasts and reports are prepared in accordance with timelines and departmental budgeting/forecasting is proactively maintained
Diligent Board Portal Application <ul style="list-style-type: none"> • Proficient in use of "Diligent" Board portal application. 	<ul style="list-style-type: none"> • Electronic Board papers are produced via Diligent in accordance with timetable and resource centre proactively maintained
Other meetings / functions / support <ul style="list-style-type: none"> • Organise any off site Board or Committee meetings and any Board training events. • Look for continuous improvement opportunities 	<ul style="list-style-type: none"> • Offsite meetings and Board training events are arranged and supported

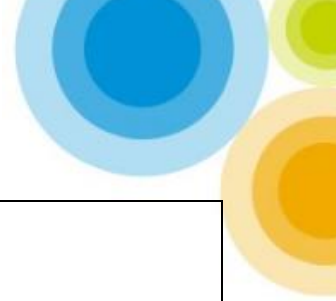
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- Any required additional office tasks including (but not limited to): booking rooms, photocopying, scanning and binding.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Significant experience gained in either a top tier law firm and/or in house legal function supporting a General Counsel and/or Company Secretary, and supporting Board processes
- Strong organisational/time management skills to meet deadlines in a fast-paced environment
- Significant experience building relationships, influencing and negotiating across all levels of an organisation
- Outstanding written and verbal communication skills.
- High level of attention to detail
- Strong results orientation with a dedicated client focus
- Prior experience in team coordination and administration.
- Recognise and adhere to ethical standards and rules of professional responsibility
- Extremely professional; able to treat sensitive information with a high degree of confidentiality and discretion at all times
- Be agile and calm under pressure
- Confident and articulate communication with executive level stakeholders
- Experience in dealing with executives and non-executive directors with busy diaries
- Be able to demonstrate a strong desire to significantly and positively contribute to the short, medium and long term success of Melbourne Water
- Process improvement – proactively identify opportunities for process improvement and work with Company Secretary to implement change to positively improve user experience.
- Extensive experience with “Diligent” Board Paper portal.

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KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

INTERNAL

- Company Secretary
- Committee Lead General Managers
- General Counsel
- Board Paper authors
- Wider business as required

EXTERNAL (Administrative Capacity)

- Board
- External providers to Board
- External law firms

SALARY RANGE:

- Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

OTHER COMMENTS:

This role requires the following:

- Criminal records check

Location: 990 La Trobe Street, Docklands