

WorkSafe Tasmania

Corporate Secretary – Statement of Duties

Objective

The position is critical to the achievement of the WorkCover Tasmania Board and WorkSafe Tasmania's objectives, including the performance of functions and exercise of powers under relevant legislation. Managing the Corporate Governance Unit, the position is responsible for two teams (Business Services and the Secretariat) comprising approximately 15 positions. The objective is to:

- Support the Chair and the WorkCover Tasmania Board by managing and leading the Secretariat through the coordination of the Board's activities in relation to the performance of functions and exercise of powers under the *Workers Rehabilitation and Compensation Act 1988*, *Work Health and Safety Act 2012* and the *Asbestos-Related Diseases (Occupational Exposure) Compensation Act 2011*.
- Manage corporate governance for WorkSafe Tasmania, including risk and business reporting and analysis, strategy, legal services, and business services and support.

Duties

- Contribute to the policy development, strategic planning and future directions of the Board and WorkSafe Tasmania as a member of WorkSafe Tasmania's Executive Team.
- As secretary to the Board under the *Workers Rehabilitation and Compensation Act 1988*, section 14, provide Secretariat oversight of the Board and associated subcommittee activities and proactive advice to the Board on corporate governance.
- Provide legal advice to and representation for the Board and WorkSafe Tasmania regarding all areas of law, and liaise with the Solicitor-General and Crown Solicitor regarding formal requests for advice and legal services consistent with any applicable guidelines.
- Lead the Corporate Governance Unit of WorkSafe Tasmania and provide supervision, direction and instruction to the Manager Secretariat and Assistant Director Business Services.
- Other duties as directed that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Level of responsibility

- Responsible for day-to-day decision making in connection with the execution of the primary duties, and the provision of advice and recommendations to the Board and to WorkSafe Tasmania officers on routine and complex matters, requiring the exercise of significant professional judgment.
- Accountable to the WorkCover Tasmania Board and to the Executive Director, WorkSafe Tasmania.
- Responsible for maintaining current knowledge of relevant legislation, policies and procedures.
- Periodically review the work areas with your supervisors to assess the WHS aspects of the work done. Review hazard and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the relevant WHS requirements in the Work Health and Safety Act 2012.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values-based workplace culture, leading your team in a values-based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- The occupant will work without direct supervision and has a significant degree of independence of action and autonomy in day-to-day activities.

Selection criteria

1. High-level strategic, conceptual and analytical skills; the ability to develop creative solutions and exercise sound judgement; and the capacity to understand and effectively work within the current political, legislative, social, cultural and organisational environment.
2. Proven knowledge and experience in the contemporary management of complex projects, demonstrated ability to lead a team to deliver strategic outcomes in a highly responsive environment, and a commitment to continuous improvement.
3. High level leadership, interpersonal and team management skills including the ability to mentor others; demonstrated experience in successful conflict management and stakeholder consultation; and the ability to anticipate and promptly respond to stakeholder needs.
4. High level written and oral communication skills, including the ability to tailor communication style and language; and effective negotiation skills, including the ability to present a compelling case and facilitate agreement and acceptance of mutually beneficial solutions.

5. High-level expertise in contemporary board governance, including a high-level understanding of legislative and policy processes as applicable to the WorkCover Tasmania Board and WorkSafe Tasmania.
6. Expertise as a legal practitioner undertaking routine, complex and sensitive legal work, particularly with respect to statutory interpretation, along with a substantial body of professional knowledge in areas of law relevant to the WorkCover Tasmania Board and WorkSafe Tasmania, including the *Workers Rehabilitation and Compensation Act 1988*, *Work Health and Safety Act 2012* and the *Asbestos-Related Diseases (Occupational Exposure) Compensation Act 2011*.
7. Demonstrated understanding of the WHS legislation and the responsibilities of managers, as outlined in the Agency's Roles & Responsibilities Procedure, along with the capacity to apply and uphold that knowledge.

Essential requirements

- Admitted or eligible for immediate admission as a Barrister or Practitioner of the Supreme Court of Tasmania.

Desirable requirements

- At least three years' experience in legal practice relevant to the duties of the position and experience as a company secretary or in a board environment, including membership of the Australian Institute of Company Directors or the Governance Institute of Australia.

Position Summary

Title	Corporate Secretary
Number	357137
Award	Tasmanian State Service
Classification	Legal Practitioner Level 3
Division	Regulation and Service Delivery
Full Time Equivalent	1.0
Output Group	WorkSafe Tasmania
Branch	Corporate Governance
Supervisor	Chair WorkCover Tasmania Board for board governance matters and the Executive Director WorkSafe Tasmania for operational matters
Direct Reports	2
Location	Rosny, Some intrastate / interstate may be required
Position category and funding	Permanent, T382