

WorkSafe Tasmania

Corporate Secretary - Statement of Duties

Objective

The position supports the Chair and the WorkCover Tasmania Board in 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*; and manages the Corporate Governance unit in WorkSafe Tasmania, consisting of Business Services and the Board Secretariat.

Duties

- Actively contribute to the policy development, strategic planning and future directions of the Board and WorkSafe Tasmania.
- As secretary to the Board under the *Workers Rehabilitation and Compensation Act 1988*, section 14, provide Secretariat oversight of Board and associated Committee activities and proactive advice to the Board on continuous improvement in corporate governance arrangements.
- Provide advice to the Board and WorkSafe Tasmania in relation to legislation, and liaise with the Solicitor-General and Crown Solicitor regarding requests for advice and legal services.
- Manage business services for WorkSafe Tasmania, including risk and business reporting and analysis, legal advice, and administrative support.
- Lead, manage and supervise the Secretariat and Business Services teams.
- Ensure an effective and high quality relationship between Corporate Governance unit and WorkSafe teams in coordinating support for the Board priorities and delivering effective business services.
- Other duties as directed.

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 on routine and complex matters; requiring the exercise of significant professional judgment.
- Accountable to the Chair, WorkCover Tasmania Board and to the Executive Director, WorkSafe Tasmania
- Responsible for maintaining current knowledge of relevant legislation, policies and procedures.

Direction and supervision received

- The occupant has a significant degree of independence of action and autonomy in day-to-day activities.
- Broad direction on business services and day to day operational matters is provided by the Executive Director with the Chair of the Board providing broad direction in relation to Board governance matters.

Selection criteria

1. High level experience in statutory Board governance arrangements, including the formulation of comprehensive policy advice on complex matters and a high-level understanding of legislative and policy processes;
2. Significant knowledge and understanding of the current issues relevant to Board's jurisdiction and the ability to interpret, analyse and apply legislation that falls within the jurisdiction of the WorkCover Tasmania Board and WorkSafe Tasmania.
3. Demonstrated awareness of the strategic vision of the Board and WorkSafe Tasmania, and an understanding of the environment in which they operate; together with a proven knowledge and skills in delivering strategic outcomes in a highly responsive environment, and a commitment to continuous improvement
4. Demonstrate the Department's values, including drive, professionalism and integrity, in everyday actions, possessing high level initiative, judgement and adaptability, outstanding conceptual, analytical and creative skills, and the ability to manage change, motivate, guide and mentor staff, and achieve results in a change environment.
5. Demonstrated experience in creating, leading and being a part of multi-disciplinary/skill teams, including high level leadership skills, proven capacity to engage key stakeholders for positive benefit; communicate clearly; negotiate persuasively; resolve conflict; and develop effective networks managing upwards, outwards and with colleagues.

Essential requirements

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

Desirable requirements

- At least 3 years' experience in legal practice relevant to the duties of the position with extensive experience as a Company Secretary including membership of the Australian Institute of Company Directors.
- Driver's licence.

Position Summary

Title	Corporate Secretary
Number	357137
Award	Legal Practitioners Award
Classification	Legal Practitioner Level 3
Output Group	Regulatory Services
Full Time Equivalent	1.0
Division	WorkSafe Tasmania
Branch	Corporate Governance
Supervisor	Chair Work Cover Tasmania Board for board governance matters and the Executive Director WorkSafe for operational matters
Direct Reports	3
Location	Rosny
Position category and funding	T382