

Position description

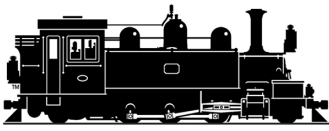
Title:	Board Support Administrator
Branch/Department:	Executive
Status:	Full Time or Part Time – Negotiable
Location:	Belgrave or city locations as required
Reports to:	Company Secretary
Direct Reports:	Nil
Hours/Days of Work:	Monday to Friday with some with weekend as negotiated by prior arrangement
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check

Job Purpose

To assist in the provision of the Company Secretariat and general governance services to the Emerald Tourist Railway Board (ETRB) operators of Puffing Billy Railway (PBR) so that the Board and Sub Committee members receive the support necessary for them to discharge their duties accurately and efficiently.

Key Duties & Responsibilities

- Provide effective support to the Company Secretariat Team to ensure that the administrative functions associated with Company Secretariat function are discharged effectively and smoothly including:
 - under the guidance of the Company Secretary, lead the preparation of Board Agenda, Running Sheet, Matters Arising, Board Forward Program and current / future Board /Committee meeting schedules;
 - under the guidance of the Company Secretary, contribute to the management of timely submission of Board and Sub Committee papers from various PBR business units, quality proofing of Board and Sub Committee papers and the coordination of review by the Company Secretary to ensure high quality papers are issued to Board and Sub Committee members in a timely fashion;
 - under instruction from the Company Secretary, liaise with Board and Sub Committee members to answer general process queries or redirect queries to the Company Secretary;
 - manage the coordination of Board and Sub Committee meetings;
 - under the guidance of the Company Secretary, take the lead with the Executive and Leadership Team in respect of follow up of matters arising from the Board and Sub Committee meetings or other relevant meetings;
 - partner with the Company Secretary on facilitating Board Directors' renewals and inductions;
 - under the guidance of the Company Secretary, executing all statutory filings and manage the maintenance of all statutory registers and records;
- Lead the maintenance of various other registers such as but not limited to:
 - Conflicts of Interest;
 - Freedom of Information;
 - Board Resolutions;
 - Board / Committee meeting attendance;
 - Gifts and hospitality; and
 - Schedule of audit summary.



PUFFING BILLY RAILWAY

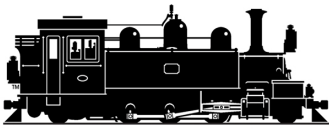
- Manage update's and provide Board member access to internal communication tools ie Intranet
- Under the guidance of the Company Secretary, manage to compilation and dissemination of meeting packs
- Under guidance from the Company Secretary, arrange for the sealing and/or execution of agreements and deeds, recording execution in the Seal Register (if required), and recording and filing executed documents in accordance with standard procedures
- Under guidance from the Company Secretary, contribute to the maintenance of all Company Secretarial and corporate company records for PBR
- In conjunction with the Company Secretary, both through instruction or by initiative, contribute to the assessment of the risks, benefits and opportunities of new processes or other projects; determine execution options; and lead the execution of allocated projects to ensure that continual business improvement is occurring
- Perform other duties as directed by the Company Secretary to support the effective running of Board and Sub Committee meetings and the general Company Secretariat function
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

Key Competencies

- Ability to manage conflicting timelines and stakeholder demands
- Excellent written and verbal communication skills
- Ability to generate ideas and demonstrate initiative
- Ability to assess situations and make sound judgements
- Exceptional planning and organisational skills
- Microsoft Office skills including Outlook, Word, Excel, Powerpoint and Acrobat Professional a must
- The ability to communicate and work with all levels of the organisation with a significant level of independence
- An appreciation of the sensitivity of information exposed and need for confidentiality
- Attention to detail a must
- Attitude that close enough is not good enough
- Present and act in a professional manner at all times
- Collaborative in approach to achieving outcomes
- Willingness to learn including undertaking further studies if necessary

Qualifications & Experience Required

- Experience in the following functions within a corporate secretariat environment would be highly desirable:
 - preparing meeting papers; reviewing of Board / Sub Committee papers for layout, spelling and grammar; coordinating the preparation and dissemination of Board / Sub Committee meeting materials; and coordinating the calling of meetings;
 - interacting with Directors / Committee members and Executive;
 - execution of regulatory filings where applicable;
 - managing the process of statutory and other registers and records; and
 - operating or maintaining Board information.
- Demonstrated experience in contributing to the delivery of project work and continuous improvement in operating processes, procedures and systems.
- Studying towards, or the completion of, the Governance Institutes' Certificate in Governance Practice, Certificate in Governance and Risk Management or Graduate Diploma in Applied Corporate Governance would be highly desirable.
- An understanding of Puffing Billy's history and current business desirable.



PUFFING BILLY RAILWAY

Key Relationships

- Board, Chief Executive, Executive and Leadership Team, Executive Assistants and other relevant Team Members working with the Company Secretary.
- In general, all PBR employees, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Additional Notes

- Some weekends and public holiday work will be required on rostered basis
- As Puffing Billy Railway's peak time is during the Victorian school holiday period, annual leave during school holidays is not always an option
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Protection Policy and Child Safe Code of Conduct.

Acknowledgment

I declare that I have read and fully understand the content of this Position Description.

Employee

Signed: _____ Date: _____

Approved By:	CEO	Date:	March 2019
Last Updated By:	Company Secretary	Date:	March 2019