

Position description

Title:	Company Secretary
Branch/Department:	CEO Office
Status:	Full time
Location:	1 Old Monbulk Road, Belgrave Victoria, 3160, Australia
Reports to:	Chief Executive Officer
Direct Reports:	As required
Hours/Days of Work:	38 hrs
Underlying Award (if applicable)	
Employee/Volunteer	Employee
Requirements	Working with Children Check (WWCC) Satisfactory Criminal History Check Category 3 Medical

Job Purpose

This position will perform all responsibilities of a Company Secretary as well as provide general governance and compliance support to the Emerald Tourist Railway Board and the Chief Executive.

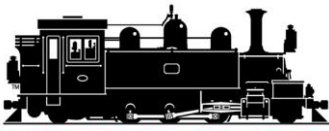
Key Duties & Responsibilities

Position Objectives

- Provide quality support to the Emerald Tourist Railway Board, Board Committee and Executive Committees to support effective governance and decision making.
- Develop and maintain all corporate records and act as the designated officer for certain functions.
- Oversee the development and maintenance of compliance and policy framework.

Key accountabilities/functions

- Board and Board Committees:
 - Liaise with the Chief Executive Officer and Board Chair or Committee Chair (as applicable) to compile the agenda;
 - Manage the collection, collation and preparation of papers for meetings (including both the preparation of papers directly, as well as oversight of the collection and quality checking of papers provided by various business units);
 - Coordinate meeting logistics; and
 - Draft meeting minutes;
 - Prepare and circulate any required circular resolutions; and
 - Liaise with business units to ensure action items arising from Board, and Board committee meetings, are addressed within nominated timeframes;
 - Prepare briefing papers for Directors as directed;
 - Consider and advise on conflict of interests matters;
 - Oversee arrangements to ensure that contracts, deed or other documents are executed in accordance with the requirements of the Delegation Policy;



PUFFING BILLY RAILWAY

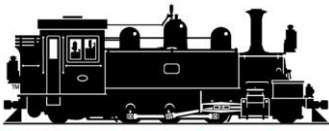
- Maintain official registers and records of Emerald Tourist Railway (Puffing Billy Railways), its Board and its Board Committees
- Executive Committee:
 - Liaise with the Chief Executive Officer to compile meeting agenda;
 - Manage the collection, collation and preparation of papers for meetings;
 - Coordinate meeting logistics; and
 - Draft meeting minutes;
 - Liaise with executive management to ensure action items arising from Executive Committee meetings, are addressed within nominated timeframes.
- Governance structure:
 - In conjunction with the Chief Executive review the committee structure and membership of any Executive Committees;
 - To ensure that the governance structure supports effective oversight of the business;
 - Ensure the Board, Board Committee and Executive Committee charters are consistent with best practice corporate governance;
 - Provide advice to the Chair, the Board, Chief Executive and Executive Team in relation to corporate governance issues;
 - Responsible for establishing and implementing enterprise wide policy and compliance framework, including monitoring compliance and reporting performance to the Chief Executive Officer, highlighting key matters to be addressed and how they may be resolved;
 - Ensure declarations of interest are completed annually by the Board, Chief Executive and Executive Team;
 - Act in the capacity as Freedom of Information Officer; Protected Disclosure Officer and Public Officer.

Key Competencies

- Extensive experience in:
 - reviewing of Board / Committee papers for content and pitch;
 - coordinating the preparation and dissemination of Board / Committee meeting materials;
 - coordinating the calling of meetings;
 - attending meetings and advising on procedural matters;
 - taking minutes; and
 - maintenance of corporate records.
- Experience with interacting with Directors / Committee members.
- The ability to communicate and work with all levels of the organisation with a significant level of independence, collaboration and professionalism.
- Experience with interpreting constituent documentation such as governing legislation and charters.
- Experience in driving the delivery of project work.
- Understanding of general compliance and risk management processes.
- Experience within a Government agency, including exposure to Freedom of Information requests and protected disclosure matters, is preferred.
- Experience operating or maintaining Board portals is preferred.

Qualifications & Experience Required

- Formal qualifications in either law, commerce or other relevant discipline is preferred.



PUFFING BILLY RAILWAY

- Studying towards, or the completion of, the Governance Institutes' Graduate Diploma in Applied Corporate Governance would be highly desirable.
- An understanding of Puffing Billy's history and current business desirable.
- A working understanding of corporate governance frameworks.
- Ability to manage conflicting timelines and stakeholder demands.
- Excellent written and verbal communication skills to influence stakeholders and achieve outcomes.
- Ability to generate ideas and demonstrate initiative.
- Ability to assess situations and make sound judgements.
- Highly motivated, with ability to meet deadlines.
- Excellent organisational skills, detail-minded.
- Ability to work both independently and as a member of a senior management team.
- Ability to co-ordinate the preparation of information in a timely manner.
- Willingness to support and participate in a continuous improvement process.
- Excellent interpersonal skills, with the ability to communicate with, and obtain information from, staff from various levels and across different disciplines.
- Ability to prepare and deliver effective presentations.
- Ability to coach staff in respect to report writing skills, thereby contributing to an increase in the overall standard of reports presented to Emerald Tourist Railway Board of Directors/Committees and development of comprehensive management reports.
- Microsoft Office skills including Outlook, Word, Excel, PowerPoint and Acrobat Professional.

Key Relationships

- Emerald Tourist Railway Board
- Finance, Audit, Risk and Compliance Committee
- Operations and Safety Management Committee
- Volunteer, Puffing Billy Preservation Society Engagement Committee
- People & Culture, Ethics, Remuneration & Succession Planning Committee
- Lakeside Discovery Centre Committee
- Marketing / Tourism Committee
- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

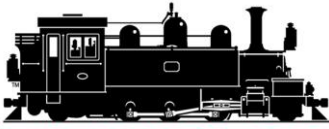
Health & Safety

Safety is everyone's responsibility – through awareness and compliance with the following:

- Safety Policy – reporting hazards to your supervisor
- Drug and Alcohol Policy
- Smoking on Worksites Policy
- Equal Employment Opportunity – Harassment, Discrimination and Bullying Policy
- Comply with the Railway's Safety Management System

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



PUFFING BILLY RAILWAY

Additional Notes

- 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 Code of Conduct.

Acknowledgment

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

Employee

Signed: _____ Date: _____

Manager

Signed: _____ Date: _____

Approved By:	Steve O'Brien	Date:	30 Oct 2018
Last Updated By:	Steve O'Brien	Date:	30 Oct 2018