



Job Specification

Position Title	Corporate Secretary	No:	
Reporting to	Managing Director		

Role Purpose

The role of the Corporate Secretary is to support the Goulburn-Murray Water Board of Directors to undertake their compliance obligations under the Water Act and is accountable for:

- Providing proactive legal and governance advice to the Board and MD
- Acting as Corporate Secretary for all Boards and Committees
- Providing organisational legal and corporate governance advice and awareness and leading improvements

This position contributes to the management of the organisation as a member of the Leadership Team to enable the realisation of our vision of delivering for our region and our future.

The key strategic outcome is to ensure that the organisation is well equipped to make informed and defensible decisions.

Stakeholders:	Goulburn-Murray Water Leadership team including the Managing Director and Board.
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Knowledge, Skills and Experience:

- Significant depth of Corporate Governance and either legal/compliance or risk experience.
- Understanding of Boards' obligations and probity requirements under the Water Act and other relevant legislation.
- Comprehensive understanding of the regulatory and commercial aspects of a not for profit regulated business.
- Strong financial and commercial acumen skills.
- Proven ability to drive quality and efficiency outcomes by applying innovative continuous improvement solutions.
- Proven judgment and decision making working in a corporate environment with complex issues, programs and stakeholders.
- Superior influencing and leadership skills. Resilient and capable of managing ambiguity.
- Demonstrated ability to build and maintain strong corporate and stakeholder relationships.
- Demonstrated ability to think strategically, to identify emerging issues, problem solve and apply creative solutions.
- Highly developed oral and interpersonal skills and demonstrated ability to negotiate with and advise senior management on Board and other matters of Corporate Governance.
- High level of organisational skills with proven ability in setting priorities and operating within strict deadlines.

- Proven ability to deliver projects on time and within budget.
- Demonstrated ability to lead, manage and motivate employees to achieve their full potential.

Key Result Areas	Key Responsibilities	KPIs
Governance	<ul style="list-style-type: none"> • Oversee Corporate Governance compliance processes, ensuring the organisation complies with all relevant statutory obligations, including lodgement of statutory forms and registers • Ensure all significant legal and governance matters are raised with the Managing Director and Chairman • Report compliance with the Gifts, Benefits and Hospitality Policy • Ensure adequate Directors and Officers insurance 	Feedback from Board and Managing Director Compliance with legal obligations
Board support	<ul style="list-style-type: none"> • Provision of proactive legal and governance advice to ensure the Board and organisation are compliant with legislation • Assist the Board in conduct of meetings and obligations including management of all Board processes including agenda, minutes, statutory forms, policies and reports • Facilitate induction and professional development of Directors • Establish and complete timetable of corporate actions and reports 	Feedback from Board and Managing Director Compliance with legal obligations
Inspire, lead and develop a diverse group of people	<ul style="list-style-type: none"> • Establish and support an open and honest working environment for employees fostering collaboration and teamwork • Identify and develop leaders at all levels of the business • Promote safety and wellbeing for all employees • Role model GMW leadership capabilities and constructive behaviours 	360 degree feedback
Drive exceptional performance	<ul style="list-style-type: none"> • Drive the achievement of results • Effectively lead and manage organisational change • Foster a high performance culture by setting clear goals, holding people accountable and managing performance 	Business results
Manage external and internal relationships	<ul style="list-style-type: none"> • Influence multiple and diverse stakeholders, internal and external to the business to ensure the reputation of the business is enhanced • Develop collaborative and trusting relationships with all stakeholders to understand business needs, influence and drive corporate initiatives • Manage relationships with management and the Board to ensure the highest levels of corporate and legal governance and compliance • Manage relationships with contracted service providers 	Stakeholder feedback

Classification/Band	Executive Contract	
Employment Status	Fixed Term – Full Time	
Salary	TBA	
Position reports to	Managing Director	
Location	Tatura	
Delegations	Financial: Level 1	Human Resources: Approximately 6 resources
Position Contact	Charmaine Quick	
Qualifications	Company Secretary qualification from the Governance Institute. Post graduate qualifications in business administration highly desirable	
Police Check required	Yes	
Victorian Drivers Licence	Yes	
Approver/Approval Date	Charmaine Quick – 23/04/2019	