



Position description

Position title	Deputy Corporate Secretary
Group / Branch	Legal & Secretariat / Corporate Secretariat
Reports to (Title)	Corporate Secretary
Competency level	Individual Contributor

Job Purpose

The Deputy Corporate Secretary provides company secretarial, corporate governance advice and services to the South East Water Board and its Committees and the Iota Services Pty Ltd Board (Iota) to ensure that their statutory obligations under the Water Act 1989 and Corporations Act 2001 respectively, the Public Administration Act 2004 and other regulatory requirements are satisfied.

This includes advising and supporting Executives and their teams on corporate governance requirements and contemporary good governance practice.

The role has direct lines of contact with Directors, the Managing Director, Executives and their teams in the performance of their duties. The role reports to the Corporate Secretary and deputises for them in their absence, and administrative support for the secretariat is provided by the Legal and Secretariat Coordinator.

Key Accountabilities

- Lead Board and Committee planning, including development of the annual meeting calendar, board and committee compliance work plans and contribute to planning and arrangements for strategy sessions, site visits and ad hoc events.
- Manage the end-to-end meeting process, including agenda development, thorough paper reviews, pack issue and minute production.
- Ensure the effective flow of information from Board and Committee meetings to Executives, their Executive Officers and other relevant personnel.
- Actively monitor progress with action resolution, following up with action owners as required.
- Undertake reviews of Board and Committee charters, policies, frameworks and other artefacts to ensure they are compliant and fit for purpose and develop new artefacts as necessary.
- Prepare papers for the Board, Committees, Managing Director, Executive Team as required.
- Contribute actively to the design and delivery of programs and materials to support Director offboarding, onboarding, induction and ongoing professional development.
- Contribute actively to the design and delivery of annual Board, Committee and Director performance evaluations and take forward actions arising from the evaluations.
- Coordinate the delivery of annual Director declarations – Related Parties, Declarations of Private Interests (DOPI) and Ordinary Returns.
- Coordinate compliance reporting to external regulatory bodies (eg ASIC for Iota) and government stakeholders.
- Support the management of Board communications to internal and external stakeholders.



- Contribute to the production of the corporate plan and annual report.
- Monitor changes in relevant legislation, regulations, obligations, expectations and government guidance, advise on their implications and make recommendations where required.
- Provide advice and guidance to the Board, Committees, Managing Director and Executives on corporate governance matters, including relevant legislation, regulations and guidance and Board and Committee charters, policies, frameworks and other artefacts.
- Manage the contract with South East Water's board management system provider (currently Diligent) and ensure optimal and secure usage.
- Participate in the design, development and delivery of materials, face-to-face and online training and development opportunities on corporate governance, paper writing and secretariat processes for management and other employees.
- Take ownership of Secretariat Operating Procedures, identify opportunities for improvements to secretariat processes and develop and implement solutions in consultation and collaboration with relevant internal and external parties.

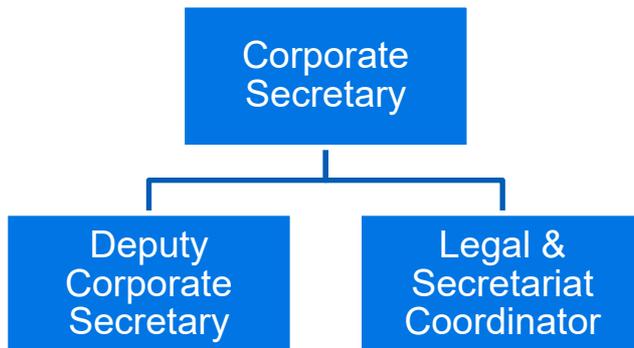
Knowledge, Skills & Experience

- Tertiary qualification in Law, Business, Governance or a related field.
- Graduate or Associate member of the Governance Institute of Australia and/or Graduate of the Australian Institute of Company Directors or willingness to work towards certification.
- Previous experience in a similar role within the Victorian Public Sector or a regulated environment whether in the not for profit or private sector.
- Demonstrated knowledge and understanding of corporate governance legislation, principles and good practice and their application in practice.
- Knowledge of statutory and regulatory corporate governance requirements relevant to Victorian public entities – desirable.
- Experience in the development and implementation of Board evaluation and development programs, corporate governance policies, charters and frameworks.
- Outstanding written communication skills, including the preparation of minutes, papers, briefs, correspondence and presentation materials.
- Excellent verbal communication skills, including presenting to small and large groups.
- Highly developed interpersonal and relationship management skills with the ability to build strong constructive relationships with Directors, Executives and across the organisation.
- Demonstrate a high level of professional maturity, emotional intelligence, sound judgement, initiative and assertiveness.
- Well-developed commercial acumen and broad awareness and understanding of cross-business functions and processes.
- Demonstrated ability to work in a dynamic environment, responding flexibly to meet changing needs, competing demands, priorities and deadlines.
- Highly organised, proactive and self-managing with highly developed prioritisation, multi-tasking, project and time management skills and excellent attention to detail.
- Proven ability to operate with the strictest confidentiality, managing sensitive information with absolute integrity.
- Advanced computer literacy skills in using the MS Office Suite, familiarity with Oracle or other ERP system and active use of Diligent and/or other Board Management systems.

Dimensions



Organisational Chart



Number of people managed:

n/a

Size of budget managed:

n/a

Value of Assets managed:

n/a

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.