

CEO: Governance and Risk Coordinator

POSITION DESCRIPTION

Date prepared: 25/11/2021



Position Title	Governance and Risk Coordinator
Reports to	CEO
Classification	Award Free

Summary of the Role

Under the supervision and direction of the CEO prepare, manage, administer, update, record and track the organisation's overall governance documentation, procedures and processes. Manage the day to day relationships with the Board, the Chair, and the board subcommittees and prepare and distribute timely and accurate board papers. Record the minutes of all the board and subcommittee meetings. Monitor, administer and report on the business risk management framework.

Accountabilities

Board Relationships and interactions

- Act as the day-to-day conduit between the board, the CEO and the SLT.
- Prepare and distribute board calendars and ensure that agendas are prepared, distributed and recorded as required by company law and Lighthouse Disability procedures
- Attend, take and record the minutes of all Board meetings and all Board subcommittee meetings, acting as the conduit between the board, the CEO and the various subcommittees.
- Record and monitor outstanding actions as required and follow up to ensure tasks are completed.
- Work closely with the CEO on developing board agendas, board papers and matters requiring board attention. Forward work plans and manage the currency of key governance documentation for Lighthouse Disability.
- Support the CEO as required in her role as Company Secretary

Governance

- Monitor and report on compliance with all external and internal governance requirements including legal compliance with Company Law, NDIS and funding compliance, whistle blower, privacy, delegations, conflict of interest etc.
- Work closely with the CEO, the Senior Leadership Team and the Board on Strategic planning, and operational planning and supporting the SLT with the developing and maintenance of a quality management framework.
- Support the SLT with the development of a business continuity planning framework and assist the SLT with the implementation and practise of business continuity and disaster recovery.
- Develop for approval a member agreement strategy and support its implementation
- Manage the Code of Conduct for Directors and the Director Induction procedure, and other documents required or in place impacting the Directors of the organisation.
- Lead the coordination and operation of the Annual General Meeting.

Business Risk

- Monitor and report on business risks as required maintaining the records and register in consultation with the SLT.
 - Using existing resources, support the SLT by coordinating and recording the identified business risks
 - Monitor and report on mitigation strategies for those identified risks
 - Record identified residual risks
 - Record risk appetite at the SLT and Board levels.



- Support the SLT to identify gaps and put plans and strategies in place to further mitigate risks as appropriate.
- Prepare reports as required

Leadership, Teamwork, Management and other accountabilities

- Demonstrate respect for our clients, including their physical and physiological safety at all times
- Demonstrate accountability and ownership of staff safety in all areas of the organisation, including the safety of self and others.
- Maintain professional and technical knowledge by attending relevant training workshops or seminars, as required by the organisation, funding bodies and legislative requirements
- Model Lighthouse Disability's values and comply with the code of conduct at all times and under all circumstances.
- Work collaboratively and cooperatively with colleagues
- Comply with all workplace policies and procedures at all times
- Demonstrate and model appropriate management and leadership behaviours at all times
- Exercise initiative and a pro-active approach to all responsibilities
- Other duties as directed within the scope of the skill set.

Job competencies, skills, experience and knowledge

Essential Minimum Requirements

- Tertiary qualifications in Law, Management, Business, or similar
- Advanced MS Office Skills
- 2 years of work experience in a similar or related role and looking to take the next step
- Proven knowledge of business law
- Highly organised and able to handle complex and competing priorities
- Highly skilled at writing formal reports and papers for Board and Senior Management which are accurate and timely
- Membership of the AICD would be highly regarded
- Understanding of Not for Profit and/or the Disability sector would be highly regarded

Personal Attributes

- Professional presentation and approach to the workplace
- Outstanding communication skills both written and verbal
- Demonstrated capacity to work effectively and efficiently in a fast paced environment and under time pressure
- Highly motivated, personable and proactive nature
- Attention to detail
- Ability to maintain confidentiality

Conditions of Employment

Some out of hours work is required, particularly for regular meeting attendance.

The incumbent is required to provide and maintain:

- A current NDIS clearance
- An unencumbered SA driver's license
- A current SA Police Clearance

Name of Incumbent	
Signature	