

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described			
<b>POSITION DETAILS:</b>		<b>Position Title:</b>	<b>MANAGER CORPORATE GOVERNANCE</b>		
<b>Division:</b>	Professional Services	<b>Department:</b>	Corporate Governance and Strategy		
<b>Position reports to: (role)</b>	Head of Corporate Governance and Strategy; Company Secretary				
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco				
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>					
<p>This role is responsible for managing a wide range of corporate governance requirements including coordination of the Institute’s risk, policy and compliance frameworks. The role also provides high level secretariat support to key Institute management committees and assists the Company Secretary to support the Board to ensure broader corporate governance requirements are in place and well managed. Key initial projects to be delivered include development of the next 5 year strategic plan and coordination of the scientific review.</p>					
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>					
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured	

<p><b>Corporate Governance</b></p>	<p>50</p>	<p><b>Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• Provide advice and assistance with corporate governance issues</li> <li>• Assist with development of committee terms of reference and appropriate governance structures to support objectives</li> <li>• First contact for staff regarding Institute’s indemnity and insurance portfolio</li> </ul> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Manage the risk management framework</li> <li>• Liaise with risk owners regarding risk management strategies to ensure a risk aware culture</li> <li>• Maintain strategic and operational risk registers</li> <li>• Coordinate regular risk reports to the Board</li> <li>• Secretariat for Risk and Compliance Board subcommittee</li> </ul> <p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Manage the policy framework including coordination of the policy library and document control</li> <li>• Provide advice to policy owners regarding policy development and implementation</li> <li>• Develop corporate governance policy</li> <li>• Coordinate and Chair Policy Working Group</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Maintain compliance obligations register</li> <li>• Prepare reports for the Board as required</li> <li>• Ensure awareness of emerging compliance requirements</li> <li>• Work closely with Manager Research Governance to manage harmonised compliance framework</li> </ul>	<ul style="list-style-type: none"> <li>• Remain compliant with ATO/ACNC/ASIC and associated Acts</li> <li>• Relevant frameworks well maintained</li> <li>• Risks identified and risk register maintained</li> <li>• Effective Chairing of Policy Working Group and all Policy documentation current</li> <li>• Compliant with relevant regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Successful reduction in uncontrolled risks</li> <li>• Feedback from Board, ILT and Institute Management Committee</li> <li>• Number of material non-compliance issues</li> </ul>
<p><b>Project Management</b></p>	<p>30</p>	<ul style="list-style-type: none"> <li>• Work with the Head of Corporate Governance and Strategy on strategic initiatives, initially <ul style="list-style-type: none"> <li>○ Development of next 5 year Strategic Plan</li> <li>○ Coordination of Scientific Review</li> <li>○ Development of internal audit function related to corporate governance</li> </ul> </li> <li>• Provide support for strategic projects within the Office of the Executive Director as required</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic plan finalised</li> <li>• Scientific review completed</li> <li>• Internal audit function scoped and implemented</li> </ul>	<ul style="list-style-type: none"> <li>• Projects delivered within scope, on time and within budget</li> <li>• Feedback from supervisor and stakeholders</li> </ul>

<b>Secretariat</b>	15	<ul style="list-style-type: none"> <li>• Provide secretariat support to the Institute Leadership Team and Institute Management Team including setting agendas, quality assurance of papers, minutes and process improvement</li> <li>• Assist the Company Secretary to ensure high level support is provided to the Board and Board subcommittees</li> <li>• Provide Company Secretary support when required</li> </ul>	<ul style="list-style-type: none"> <li>• Effective coordination of ILT and IMT</li> <li>• Ensure Committee papers are of high quality to enable decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Committee satisfaction with meetings, papers and advice</li> <li>• Feedback from supervisor</li> </ul>
<b>Other duties as directed</b>	5	<ul style="list-style-type: none"> <li>• Other duties as directed</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks completed to a high standard</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from supervisor</li> </ul>

### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> <li>• A Bachelor's degree in a relevant area or similar qualification or equivalent knowledge and skills developed through professional experience.</li> <li>• Post graduate qualifications in corporate governance</li> </ul>
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of good corporate governance principles.</li> <li>• Demonstrated experience with high level secretariat and reporting at Board level (or equivalent).</li> <li>• Excellent organisational and time management skills.</li> <li>• Excellent written, communication and interpersonal skills.</li> <li>• Demonstrated ability to identify and resolve complex problems.</li> <li>• Previous experience in public and/or academic sector management.</li> <li>• Knowledge and experience with managing governance frameworks – eg risk, policy and compliance</li> <li>• Experience with policy development</li> <li>• Experience managing projects</li> <li>• Commitment to the values and mission of the Institute</li> </ul>

### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Exposure to strategic planning within large organisations</li> <li>• Experience with internal auditing</li> <li>• Knowledge of the not for profit sector</li> </ul>

**SCOPE:**

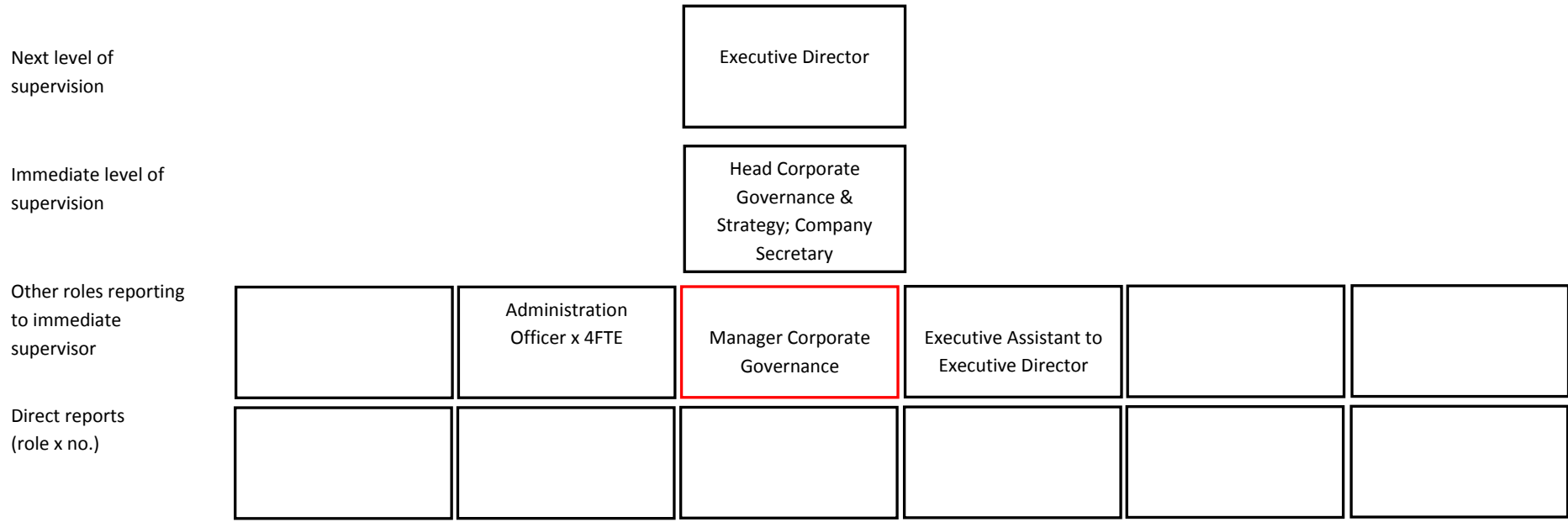
**Financial accountability:** Does this role have accountability for a budget?

- No

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	0	No. of indirect reports	0
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**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)



**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

Empty box for additional information.