

## Position Description

Position No.	<b>40</b>	<b>Executive Support and Governance Officer</b>
Reports To	Executive Officer	
Type of Employment	Full Time	
Business Unit	Executive Office	
Supervisor of	N/A	

### Role Description

As part of a small team and reporting to the Executive Officer, provide high level operational, executive, company secretariat and governance support to the Executive Office and the Chief Operating Officer (COO).

### Company Secretariat and Committee Governance and Support

Provide secretariat and governance support, including:

- Support the Finance, Audit and Risk Management (FARM) Committee, including preparation of agendas, drafting and coordinating papers, reports, minutes, briefings and proposals. Manage, collate and distribute the papers for the FARM Committees and maintain FARM Committee information libraries and key documents. Respond to Committee member queries and requests.
- Support the Executive Officer in the preparation and management of the APC Board meetings, including preparation of agendas, drafting and coordinating papers, reports, minutes, and meeting support.
- Support the COO and Executive Officer in company secretariat management, including maintaining statutory records and registers, statutory reporting and monitoring and management of key dates and actions.

### Executive and Operational Support to the COO

Provide high-level, executive support and professional administrative services to the COO, including

- Proactively co-ordinate, manage and maintain the diary of the COO, scheduling meetings, screen emails and calls, and ensure the COO has all the relevant documentation and/or information required.
- Provide effective discrete administrative support to the COO including developing and maintaining effective systems and protocols to manage the COO's office.
- Advise the Executive Office and COO of matters requiring personal attention, with associated deadlines, and having prepared relevant documentation. Promptly deal with matters requiring attention or refer as appropriate.

### APC Governance Support and Coordination

- Support the Executive Office and COO to manage and deliver strategic and operational goals through the development of policies, procedures and proposals.
- Assist the Executive Office and COO to manage review and maintain processes to ensure governance documents and policies remain up-to-date, fit-for-purpose and accessible. This includes drafting/updating documents as required.
- Maintain the APC risk management register, including collation and distribution and maintenance of responses and updates as requested.
- Proactively monitor, document and report on the progress of governance related activities.
- Take stewardship of the Governance Charter, and governance policies/procedures
- Assist the Executive Office in the preparation of key contributions to the annual report.

### General Office Support

- Support the Administration Officer as required with the scheduling of domestic and international travel and provide back-up support for office catering activities and maintaining office supplies.
- Provide executive support to the Executive Officer in meeting requirements of the CEO, particularly when the Executive Officer is unavailable or on leave.
- Other duties as directed.

### Experience/Qualifications

#### Minimum

- Demonstrated experience to support governance of boards and committees, including professional minute taking skills
- Demonstrated executive support experience, including capacity to work with discretion in a trusted environment.
- Demonstrated high level of competency in Microsoft office suite eg Word, Excel, PowerPoint, Outlook and Teams.

#### Desirable

- Relevant professional qualifications

### Competencies

#### Core Competencies

Competency	Definition
<b>Our Values</b>	Promotes and embodies our values in what we do and how we behave.
<b>Holistic Approach</b>	Works in the best interests of APC.
<b>Team Oriented</b>	Promotes co-operation and interactions. Values differences among team members and can manage work groups with diverse influences.
<b>Achievement Orientated</b>	Identifies and accomplishes challenging objectives or personal goals.

### Mandatory Functional Competencies

Competency	Definition
<b>Communication</b>	Takes the initiative to communicate accurate, up-to-date plans and information. Expresses thoughts clearly, both verbally and in writing. Listens and understands the views of others.
<b>Time Management</b>	Manages responsibilities in a timely and efficient manner.
<b>Effective Relationships and Engagement</b>	Forges productive, cooperative relationships. Understands and responds to others' needs and priorities.
<b>Cultural Awareness</b>	Understands and promotes our path to reconciliation.
<b>Diversity and Inclusion</b>	Recognises and values diversity of people, ideas and cultures.
<b>Quality &amp; Professionalism</b>	Maintains high work standards and takes personal responsibility.

### Leadership Competencies

Competency	Definition
<b>Whole of APC Leadership</b>	Ensures that APCs best interests are upheld.
<b>Leads with influence and empathy</b>	The capacity to achieve outcomes with empathy and understanding.
<b>Empowers individuals to succeed</b>	Engenders a supporting environment for team members to succeed.
<b>Accountable and results focussed</b>	Takes responsibility for delivery of outcomes.
<b>Strategic Vision</b>	Sees the big, long-range picture.

### Job Specific Competencies

Competency	Definition
Discretion and Trust	Maintains the utmost discretion, particularly with sensitive or confidential information. Exhibits trust and honesty in all undertakings
Planning and Organising	Establishes a course of action for self and/or others to accomplish a specific goal
Judgement	Makes sound decisions while considering alternatives
Initiative	Originates action.
Attention to detail	Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.
Responsiveness to Requests	Maintains APC reputation as a responsive organisation

### Position 'Effort' Estimate

Main Function	Estimated Effort (%)
Company Secretariat and Committee Governance and Support	35%
Executive and Operational Support to the COO	25%
APC Governance Support and Coordination	30%
General Office Support	10%
<b>TOTAL</b>	<b>100%</b>

## Document Control

<b>Version Number</b>	V0.1 Draft
<b>Date</b>	July 2024
<b>Future Review Date</b>	TBA

## History

<b>Date</b>	<b>Version</b>	<b>Key Changes</b>
July 2024	1.0	Create