



POSITION DESCRIPTION

Mission

Alkira strives to meet the needs and interests of people with an intellectual disability, through care and support that will enrich and challenge them to be a part of the world community.

TITLE:	Company Secretary – Part time
REPORTS TO:	CEO
DIRECT REPORTS:	0
TENURE:	Ongoing
PROBATION:	6 months
LIASION:	Internally: CEO, Chairperson, Board Members Externally: Regulatory reporting bodies
AWARD AND GRADE:	TBC
REVIEWED BY:	Chief Executive Officer
DATE LAST REVIEWED:	5/9/2023

Alkira is a community sector organisation providing a range of services and supports for adults with an intellectual disability and their families in the Eastern Metropolitan region of Melbourne.

Alkira's service philosophy is based on recognising, fostering and celebrating each person's individuality which in turn informs the way that supports are provided; their capacity and participation in community life with all the associated rights and responsibilities. The social justice and human rights principles of access and equity strongly underpin the values and actions of the organisation.

All employees have a responsibility for contributing to:

- The multi-disciplinary teamwork of the organisation;
- Ensuring supports are provided to participants in consultation with their families;
- A process of continuous quality improvement throughout the organisation;
- The maintenance of organisational standards stated in the 'Code of Conduct' and legislative requirements regarding privacy, confidentiality and occupational health and safety.

POSITION PURPOSE

The purpose of Alkira's inaugural Company Secretary is to establish and oversee the organization's corporate governance oversight, ensuring rigorous compliance with statutory obligations and legal requirements. This role is being implemented at a time the Incorporated Association is transitioning to becoming a Company Limited by Guarantee.

The Company Secretary provides expert advice to the Board, Chair and CEO on corporate governance matters, contributes to the development of corporate risk management strategies, manages legal engagement, fosters positive relationships with key stakeholders, and manages high-quality documentation supporting governance, including meeting minutes, agendas, and other essential records.

The Company Secretary plays a pivotal role in maintaining the organisation's legal obligations and ethical integrity while facilitating effective governance and transparent communication.

Key performance area	Key Performance Indicator
Governance advice and services	<ul style="list-style-type: none">• The board and CEO are provided with expert advice on corporate governance matters• High quality and timely support in agenda development, minutes and appropriate consultation across board, sub-committee and general meetings• Maintenance of membership records and processes• Effective engagement of specialist legal advice where necessary
Compliance and statutory obligations	<ul style="list-style-type: none">• Alkira complies with all relevant laws, regulations, and compliance requirements• Timely and accurate submission of statutory forms/returns• Comprehensive statutory records and registers are maintained with precision
Stakeholder relations	<ul style="list-style-type: none">• Foster and maintain high-quality relationships with CEO, all Board members and external partners, promoting transparent, collaborative and effective communication

Qualifications and Experience

- Tertiary qualification, in either business, law, corporate governance or a related field
- Experience as company secretary in a comparative context
- Experience in identifying and applying relevant legal and regulatory frameworks in for-purpose governance and compliance
- Demonstrated experience in managing compliance, statutory obligations, and governance matters in previous roles, with a focus on achieving high standards.
- Experience in providing effective support to boards and committees, including preparing meeting agendas, minutes, and governance reports
- (preferred) Understanding of NDIS

Skills and Knowledge

- Legal acumen: proficiency in interpreting and applying relevant laws and regulations to ensure compliance
- Comprehensive knowledge of corporate governance principles and best practices
- Exceptional written and verbal communication skills, with the ability to convey complex governance and legal concepts
- Strong skill in building and maintaining positive relationships with diverse stakeholders, including manage conflict diplomatically
- Meticulous attention to detail in maintaining records and documentation
- Familiarity with relevant software and tools for document management, compliance tracking and board support

Personal Attributes

- High ethical standards, a commitment to transparency and the ability to handle sensitive information with discretion
- Readiness to adapt to changing legal and regulatory landscapes and to respond effectively to unexpected challenges
- Ability to collaborate with Board, CEO and others to achieve common goals
- Strong analytical and problem-solving skills to address governance and compliance issues effectively
- Excellent organisational and time management skills to meet deadlines and manage multiple tasks efficiently
- A positive and forward-thinking approach, with the capacity to lead and drive governance initiatives within the organisation.

Inherent Requirements of the Job

The successful applicant must:

- Be available to attend governance (board and committee) meetings outside of usual business hours
- Hold a valid NDIS Worker Screening Check and Working With Children Check;
- Provide an International Police check if necessary;
- Provide evidence of professional qualifications and current registrations;
- Evidence of Australian Working Rights;
- Required Covid-19 vaccinations

OH&S

- Comply with all Alkira OH&S policies.

Training

- It is an inherent requirement of your role to attend training identified as mandatory by Alkira.

ALKIRA IS AN EQUAL OPPORTUNITY EMPLOYER