

Position Profile



Position:	Company Secretary
Team:	Executive
Org unit:	Executive
Reporting manager:	CEO & Aspect Board
Industrial coverage:	Non-award
Position number:	100205
ANZSCO code:	1112
AON code:	Aon.EXE.LE020.7
Approval status	Final
Date reviewed:	1 st November 2024

Organisation purpose

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focussed, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Position purpose

To provide comprehensive company secretarial support to the Board and the CEO, as well as to provide governance advice to the Executive and Leadership Teams more generally.

To perform the duties and responsibilities of a Company Secretary as required by the Corporations Act, Aspect's Constitution, the Australian Charities and Not-for-profits Commission (ACNC) and any other relevant legislation or regulation.

Key accountabilities

Governance and Board Support

- Keep abreast of the regulatory environment in which Aspect operates and monitor legal and governance compliance.
- Ensure that the Constitution, the Regulations and other governance documentation reflects contemporary legislation and governance practice;
- Ensure that Aspect meets all legal and regulatory requirements of the Australian Charities & Not For Profit Commission, Australian Securities and Investments Commission (ASIC), the Australian Taxation Office and any other relevant laws and regulations.
- Ensure critical documents relating to Aspect including the Board papers are appropriately managed and archived;
- Manage the timely submission of Aspect's Annual Information Statement to ACNC.

- From time to time, draft amendments to the Constitution to ensure clarity, common sense, and consistency, and remove irrelevant clauses; ensure proposed amendments are understood by all stakeholders and can be ratified at the next AGM;
- Advise the Board, CEO and Executive Team regarding directors' duties;
- Meet regularly with the Chair of the Board to review and discuss key governance issues facing the organisation;
- Develop, implement, communicate and maintain corporate governance compliance policies, processes and procedures
- In conjunction with CEO and Board Chair set out the annual timetable for all Board meetings and Sub Committee meetings;
- Work with the Chair of the Board and the Chairs of Board committees to develop the agenda for meetings;
- Manage the Annual General Meeting and any other general meetings and the production of all papers that relate to these meetings including the production of Aspect's Annual Report;
- Manage the timely production of relevant and accurate papers and reports for the Board and its committees;
- Ensure that the business at members, board and committee meetings is accurately captured in the minutes and that such minutes are completed in a timely and accurate way.
- Develop and maintain a Board Skills Matrix that can be used for succession planning and to recruit and elect Board candidates; schedule for this to be reviewed annually;
- Assist the Chairs of the Board and committees with reviews of Board effectiveness and other governance-related continuous improvement projects.
- Support the Chair of the Board and CEO to recruit and induct board directors and monitor that board directors meet the requirements of statutory authorities such as ACNC, NESAs, NDIS Quality and Safeguarding Committee and ASIC.
- Coordinate a robust Board Director Induction program for new Board members, to ensure all Directors have relevant experiences to assist in understanding the culture, services and real-life experiences of those people who are stakeholders of the organisation.
- Develop and maintain Director documents including Code of Conduct and Position information and centralise all relevant information and resources for Directors;
- Undertake other tasks or projects as required/agreed related to Aspect governance, policy and/or practice.
- Ensure that Aspect meets its obligations to its members as per the Aspect Constitution and the Corporations Act
- Be the key contact for the National Redress Scheme.
- *Success Indicators:*
 - Aspect is compliant with Governance legislative requirements
 - An effective working relationship with the Board Chair
 - An effective working relationship with the Board as a whole and the Board Committees
 - Timely production of all Board and Board Committee papers
 - Effective management of every general meeting including the timely production of all material required for these meetings
 - All Board members are well apprised of both the organisation's activities and their role within the organization

CEO and Leadership Support

- Support the CEO and Executive team to implement Aspect's governance framework:
- Support the CEO to develop and monitor budgets related to Board governance.

- Maintain Board and Committee Action Schedule and communication with the CEO and Executive regarding their assigned actions.
- Coordinate development and review of documented policies and procedures that comply with the relevant legislative and regulatory requirements and standards, in consultation with the Aspect Executive team.
- Oversee contract management; develop contract management policy and practice.
- Coordinate Aspect's response to Modern Slavery obligations.
- Fulfil the role of Aspect Privacy Officer.
- *Success Indicators:*
 - An effective working relationship with the CEO and Executive team
 - Policy documentation is up to date and supports compliance.
 - Contract management is at high standard.
 - Aspect meets Modern Slavery obligations.

Operational and Financial Management

- Assist with/attend to signing of contracts and other documentation in connection with administrative matters as required under s127 of the Corporations Act (2001)
- Manage statutory authority portals relating to governance such as ACNC, Australian Business Register (ABR) and Relationship Access Manager (RAM)
- Oversight Aspect's register of members and manage member communication
- Provide the Executive and the Board with informed expert advice on Governance matters
- Operate within approved budgets and financial delegations and comply with Aspect's financial and asset management policies and procedures
- *Success Indicators:*
 - Reporting requirements met
 - Governance and policy standards are met

Team culture and development

- Contribute to and promote a team culture of continuous improvement and high performance

Team functional development

- Contribute to continuous operational improvement through knowledge of Aspect's business, the external context, and contemporary practice in own area of expertise.
- Contribute to the development of the Executive team collective knowledge and team spirit through participation in and leadership of learning and team building activities]

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.

- Coordinators, Managers and Executive are responsible for ensuring that staff:
 - follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support Policy and Code of Conduct.
 - complete all mandatory safeguarding training.
 - comply with mandatory reporting and legal requirements.

- Coordinators are required to alert next-level managers to any concerns and/or issues that may warrant investigation.
- Managers and Executive are required to:
 - be the escalation point for all concerns and/or issues and investigate, in consultation with the relevant business unit.
 - promote a safeguarding culture and educate staff in understanding the need for ongoing vigilance.

Work health and safety

Members of the Aspect leadership network are considered Officers under the work health and safety legislation and, accordingly, are responsible for ensuring Aspect has arrangements in place to comply with legal obligations.

- Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws.
- Hold managers within your business unit accountable for their health and safety responsibilities.
- Fulfil your duty to exercise due diligence. Due diligence means you must:
 - acquire and keep up to date knowledge of work health and safety matters
 - understand the operations of the business and the hazards and risks involved
 - ensure appropriate financial and physical resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
 - ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
 - ensure the business has, and implements, processes for complying with any legal duty or obligation
 - verify the provision and use of resources and processes.

Essential requirements

- Degree qualified in relevant discipline with membership of Governance Institute of Australia
- Degree or post graduate qualifications in governance
- Professional company secretarial skills and minimum 5 years relevant experience
- Strong experience in practical application of the Corporations Act 2001 and Australian Charities and Not-for-profits Commission Act 2012
- Understanding of contemporary governance principles, best practice, and the statutory and regulatory framework in which governance operates
- Understanding of the social and political context in which the organisation delivers services.
- High level communication (written and verbal) and interpersonal skills combined with demonstrable ability to liaise and negotiate at senior levels, developing solutions to resolve complex and sensitive issues. Excellent attention to detail
- Sound understanding of the need for a high degree of integrity and confidentiality
Conversant with contemporary continuous improvement systems and management.
- Working with Children Check clearance (NSW)
- Completion of NDIS Worker Orientation Module
- National Police Check Clearance
- Valid driver's licence and willingness to travel as required

Functional capacity requirements

Frequency refers to an approximate percentage of time in a typical shift or period on duty:

Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66%

Requirement	Frequency
Resilience to time pressure/workload	Often
Sitting	Continuously
Standing, walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Occasionally
Fine motor skills – keyboarding, writing	Continuously

Attributes and Capabilities

Demonstrated capacity to operate effectively within the Aspect Leadership Framework with three key areas:

- Leading Self
- Leading Others
- Leading Organisation – Lead Operations, Lead Strategy and Lead Innovation and Change

[See Aspect Leadership Framework (2021)]