



POSITION DESCRIPTION

Board & Executive Coordinator

LOCATION	Westernport Water 2 Boys Home Rd Newhaven Victoria 3925
CLASSIFICATION	Band 5
DEPARTMENT	GOVERNANCE
THE CORPORATION	Westernport Region Water Corporation, trading as Westernport Water, provides water, recycled water, wastewater and advisory services to the Bass Coast region of Victoria, from The Gurdies to Kilcunda and Phillip Island. Westernport Water values working in a region which is a model for a self-sustainable community, balancing residential, agricultural, tourism and commercial needs. Westernport Water supports the environment by striving for carbon neutrality and the provision of sustainable range of water products. Westernport Water proudly engages the communities and stakeholders, and is committed to the development and well-being of staff.
REPORTING	This position reports directly to the Managing Director. Nil staff are supervised or report to this position.
POSITION SCOPE	Coordinate activities and provide information pertaining to the Corporation's Board of Directors, Managing Director and Executive Managers. Provide business support to departments to achieve strategic objectives. Deliver high level stakeholder management and reporting activities. Manage the responsibility for the Corporation's Governance and Privacy obligations. Manage financial budgets for corporate governance and administration.

POSITION OBJECTIVES

1. Provide high level, timely and quality business administration assistance to the Corporation's Directors and Executives who include:
 - Board Chair
 - Board Members
 - Managing Director
 - Executive Management Team, consisting of:
 - General Manager Business Services
 - General Manager Risk, Regulation & Resources
 - General Manager Operations
 - General Manager Customer Relations
2. Act as a key contact for the Board of Directors to provide timely information, advice, and ad hoc support as required.
3. Provide information to the Board of Directors in a secure and confidential manner utilising the online portal.
4. Provide ongoing induction and orientation initiatives to new and current Board Members.
5. Coordinate actions and activities to assist Directors impeccably manage tri-monthly Board and Committee meetings for the:
 - Board of Directors
 - Remuneration & Governance Committee
 - Project Control Committee
 - Audit & Risk Committee
6. Provide high level development activities and business support for the coordination and leadership of specific departmental objectives including:
 - Human Resources
 - Corporate Communications
 - Public Relations
 - Governance
 - Privacy
 - Emergency Response
 - Water Programs
 - Regulatory Reporting
 - Project Management
7. Deliver superior Stakeholder Management activities and develop communications for key internal and external stakeholders including Ministers, Regulatory Bodies and Government Departments, Industry Associations, Water Authorities, Shire Council, Media, Commercial Customers, Suppliers, as well as the Corporation's Non-Executive Directors and Executives.
8. Assist the Managing Director in the promotion of leadership, management and the ethos of the Corporation.
9. Identify and develop business processes and work practices to ensure continuous improvement of the Corporation.
10. Identify opportunities that add value to the Corporation's key strategic objectives.
11. Awareness and sound understanding of current and potential risks to the Corporation, its strategic objectives, staff and the community.
12. Assist in the preparation of business plans, submissions, funding applications and internal/external reports for the Corporation, as well as State and Federal Departments.

13. Provide research and report on various matters as directed by the Managing Director and Board Members.
14. Financial management of budgets, purchasing, reconciliation and fringe benefits for Non-Executive & Executives Director conferences, training, subscriptions, travel and corporate expenditure, as well as building maintenance, uniforms, stationary, regulatory subscriptions and corporate memberships.
15. Arrange and assist in events including inductions, tours, training, conferences, stakeholder meetings, formal ceremonies, and public forums.
16. Deliver requirements as stipulated by the Internal Audit program.
17. Provide research, development and/or assistance for ad hoc special projects (e.g. Community and Government Grant applications)

KEY RESPONSIBILITIES

1. Understand the priorities of the Board, Managing Director and General Managers, and know when to act and use initiative on issues pertaining to the Corporation and stakeholders.
2. Provision of confidential business services and administration to the Board, Managing Director and General Managers.
3. Assist in the preparation and communication of Board and Committee meeting agendas and reports.
4. Oversee the arrangement, minutes, and matters arising of Board, Committee and Executive meetings.
5. Coordinate the preparation of corporate publications, plans, reports and presentations including Annual Reports, Corporate and Business plans.
6. Manage the online Board portal and arrange technical support where necessary.
7. Oversee and administer the responsibility of the Corporation's Governance and Privacy Obligations.
8. Conduct research that facilitates and provides input into the ongoing corporate policy development relevant to all departments, and ensure policies are periodically reviewed, and approved by the General Managers, Managing Director, and the Board.
9. Manage allocated governance budget including the purchasing and reconciliation for Board functions, Managing Director, corporate administration, and building maintenance.
10. Administer orientation and induction training for new and current Board Members.
11. Develop communications and liaise with stakeholders on behalf of the Managing Director, Executive and Management teams.
12. Research and report on matters as directed by the Board and Managing Director.
13. Manage and support the implementation of the Corporation's Performance Manager system.

ACCOUNTABILITY & EXTENT OF AUTHORITY

1. Accountable for the undertaking of assigned tasks and duties which may include but not limited to:
 - 1.1 Business support for the Managing Director, General Managers, Board of Directors, and other department managers where necessary.
 - 1.2 Timely and accurate coordination of activities and communications between the Board of Directors and the Corporation's Executive team.
 - 1.3 Continuous improvement and value adding to the Corporation's ethos, workplace systems, practices, procedures and strategic objectives.
 - 1.4 Timely research and provision of information on various matters as directed by the Managing Director and Board of Directors.
 - 1.5 Timely communication and/or delegation of the Corporation's regulatory and statutory requirements including policy development and reviews.
 - 1.6 Oversight of the Corporation's Governance and Privacy obligations.
 - 1.7 Ongoing induction activities for new and current members of the Board.
 - 1.8 Operation and management of the online Board portal ensuring it is secure, accessible and functional at all times, and information provided via the online portal is completed in a secure and confidential manner.
 - 1.9 Economical and responsible management of allocated budgets.
2. Authority of this position is not limited by standards and procedures and may require decisions that will have impact on management and employees that are being supported. The incumbent has authority to:
 - 2.1 Make decisions that will have minimal impact on the Managing Director and Executive team.
 - 2.2 Use knowledge gained from experience to improve systems.
 - 2.3 Purchase goods and services in accordance with the purchasing and delegation of authority within the allocated budgets.
3. Cooperatively ensure that the workplace and employees operate in a safe environment in accordance with the current Occupational Health & Safety policy.

ORGANISATIONAL RELATIONSHIPS

1. Directly responsible to the Managing Director.
2. Coordinate and assist Board of Directors.
3. Liaise with and assist General Managers.
4. Liaise with and provide support to Manager Communications & Public Relations.
5. Liaise with the Corporation's general personnel as required to progress the Corporation's strategic objectives and statutory requirements.
6. Liaise with the Corporation's key external stakeholders including regulatory bodies, government agencies and the business community.

JUDGEMENT & DECISION MAKING

1. The position operates under clearly defined direction of the Managing Director, with support requests from the Board of Directors, General Managers, and Department Managers.
2. Requires clear knowledge and understanding of the Corporation's and Regulatory Authorities goals and objectives.
3. The position has freedom to select methodology, technology, processes &/or equipment needed to implement established policies and procedures in order to achieve objectives.
4. Resolving complex issues may require some initiative, creativity, innovation, and personal knowledge/experience, as well as seeking readily available advice and guidance from the Management Team.
5. Requires clear knowledge of the risks to the Corporation including health, safety, environment and the community.

KEY STAKEHOLDERS

- Minister for Water
- Local Member(s) of Parliament
- Secretary of the Department of Environment and Primary Industries
- Departmental branches of the Department of Environment and Primary Industries
- Ombudsman
- Office of Living Victoria
- Essential Services Commission
- Department of Health
- Department of Human Services
- Environment Protection Authority
- Bass Coast Shire Council
- Commercial Customers
- VicWater
- Australian Water Association
- Water Aid
- Local and Industry Media
- Suppliers

SPECIALIST KNOWLEDGE AND SKILLS

1. Ability to understand the processes of all corporate operations, particularly relating the public sector environment.
2. Comprehensive knowledge of Governance practices for public sector organisations.
3. Understanding of policies, regulations and precedents of the Corporation.
4. Specialist knowledge of business administration, human resources, communications and stakeholder management.
5. Proficient in writing and understanding reports, submissions and business plans.
6. Proficient in producing documentation including agendas, minutes, procedures, charters, policies and general correspondence.
7. Adept in consulting businesses with significant understanding of all industry practices.
8. Ability to clearly communicate and engage with all members of the community, staff, and high level executives.
9. Ability to conduct research and develop presentations.
10. Ability to work both autonomously as well as part of a team.
11. Confidence to use initiative, and understand when to seek advice.
12. Comprehension of the roles, functions, and requirements of the Board, Managing Director, and Executive team.
13. Advance use of software programs, including Microsoft Office, and ability to quickly learn new software.
14. High level literacy and numerical skills.
15. High level administrative and organisational skills.

MANAGEMENT SKILLS

1. Efficient time management skills, with the ability to set priorities and plan workloads to achieve objectives within deadlines.
2. Knowledge and experience managing records, both secure and general.
3. Ability to manage the coordination of special projects and multi task assignments.
4. Manage privacy obligations and freedom of information requests.
5. Oversee Governance practices and obligations.

INTERPERSONAL SKILLS

1. Ability to clearly communicate information to the Board, Managing Director, and Executive team.
2. Ability to gain cooperation and assistance from all employees including management teams to achieve assigned tasks and obligations.
3. Ability to communicate and engage all members of the community.
4. Impeccable Customer Service Skills.
5. Ability to work cohesively within a team environment.

QUALIFICATIONS & EXPERIENCE

Essential

1. Qualification in Business Administration or other business related field, or extensive experience in the provision of confidential secretarial and executive assistance support.
2. Knowledge of public sector governance obligations.
3. Professional business writing qualifications and/or experience.
4. Advanced experience utilising office and specialist software programs.
5. Current Victorian Drivers Licence.

Desirable

1. Experience within high level stakeholder management and communications.
2. Experience working directly with Government Ministers or Department Secretaries, Board of Directors, Executives, Chiefs, Principals, and/or leaders of community organisations.
3. Qualifications and/or experience in a specialist business operational role.
4. Experience and knowledge of the operations within a Government sector environment.
5. Experience in managing or coordinating projects.
6. Proficient utilisation of Adobe suite or other graphic design software.

TRAINING

1. Participate in all training necessary to the function of the position.
2. Attend Special Interest Group sessions and industry conferences where necessary.
3. Identify and participate in personal development opportunities.

KEY SELECTION CRITERIA

Tertiary qualifications in Governance obligations for public sector organisations or extensive experience in a similar position or related field.

Ability to use a range of software programs and quickly learn specialised programs

Proven effective administrative and secretarial skills at an executive/board level, including the ability to be discreet, maintain confidentiality and discern sensitive issues.

Demonstrated high order organisational and time management skills, including an ability to work under pressure and complete tasks within required time frames, work independently and flexibly, exercise initiative and attend to detail.

Proven ability to participate as part of a team and to work co-operatively with Executives, staff members and peers in achieving objectives.

Ability to research and produce high level business correspondence, reports, plans, publications and presentations in tight time constraints.

Experience organising business and public events.

Sound knowledge of the principles of Occupational Health & Safety

Current Victorian Drivers Licence

Endorsed by:

Peter Winterburn,
General Manager,
Resources, Risk and Regulation

Approved by:

Murray Jackson,
Managing Director