

POSITION DESCRIPTION

POSITION TITLE:	Corporate Governance Coordinator
LOCATION:	Southport
REPORTING TO:	Managing Director
DEPARTMENT:	The BUSY Group

PURPOSE STATEMENT

To support The BUSY Group through the delivery of an excellent administrative support service, for key, central business functions.

Working closely with the Managing Director, you will play an instrumental role in supporting the Corporate Governance and Legal Compliance of The BUSY Group through research, coordination and administrative duties. This role extends to supporting broader business trouble shooting and assisting the business administratively in the acquisition or formation of new legal entities.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Managing Director.

PRIMARY DUTIES

- Support the Managing Director, Boards and Companies across all Group Entities manage Corporate Governance.
- Support and advise the Managing Director with key strategic and business matters.
- Assisting the Managing Director with company secretarial responsibilities, including but not limited to:
 - coordination of all Board and Committee meetings; including issuing of calendar invitations, preparing agendas, liaising with directors and the business and compiling and distributing papers
 - drafting of Board and Governance Committee papers in relation to governance and policy matters
 - ensuring the efficient conduct of board and committee meetings, including drafting Board and Governance Committee minutes and circulating resolutions in a timely manner
 - preparation of the Corporate Governance Statement and Directors' Report for the Annual Report
 - maintaining a register of directors' interests and a register of advisers to assist directors and management with identification of conflicts of interest
 - drive process improvements and efficiency's in the company secretariat function
- Leading on the preparation and administration for the Legal and Corporate Governance meetings, including preparing agendas, taking minutes, and tracking actions.
- Providing support to the Corporate Governance meetings, including booking meeting rooms, arranging catering, ensuring the meeting rooms are equipped, meeting guests, and accompanying them to the meeting rooms.
- Potential to provide secretariat services to governance meetings, including developing agendas, attending meetings, and taking minutes.
- Risk management, including maintaining and updating the legal risks register, and working with teams to monitor and control relevant risks by executing appropriate actions.
- Maintenance of Corporate Governance structure.
- Annual Board and Corporate Insurance completion.
- Supporting the MD, Executive team and Project Managers collate information and correspond with stakeholders during the acquisition of new legal entities.
- Governance, legal and compliance troubleshooting. They will extend to broader business trouble shooting as the Managing Director determines.

KNOWLEDGE, SKILLS & EXPERIENCE

- Paralegal experience preferred
- Governance, legal and/or compliance experience.
- Ability to work within groups to understand business operations and requirements
- Strong organisational, administrative and time management skills
- Strong team player, highly flexible and adaptable
- Strong written and verbal communication skills
- Demonstrates honesty, integrity and maintains high levels of confidentiality
- High level of accuracy and attention to detail
- Initiative to prepare plans and assist in the implementation of policies to achieve organisational objectives
- Ability to encourage and engage with others



- Current drivers licence to enable travel to The BUSY Group offices.

QUALIFICATIONS

- Paralegal qualification and/or experience highly regarded
- Business Administration qualification

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____