

DESCRIPTION

Board Secretary and Corporate Counsel

The Board Secretary and Corporate Counsel (BSCC) is accountable to the Chief Executive Officer/Senior Conciliation Officer and is responsible for supporting the operations of the Board Chair and Board Members and its committees. The BSCC leads the organisation's legal function and acts as an authoritative source on legal matters; is a source of expertise on public sector statutory requirements and strategic legal power and governance at the Accident Compensation Conciliation Service (ACCS). Provides a detailed knowledge of the new and established legislation, government policies and procedures that govern the ACCS.

Position Specification:

Classification:	Band 11
Position No:	XXXXXX
Business Unit:	XXXXXXXXXXXXXX
Employment Type:	Full time, fixed term position
TRP Salary:	\$161,848 (includes Superannuation)
Position reports to:	Chief Executive Officer/Senior Conciliation Officer
Work location:	215 Spring Street, Melbourne

About the Accident Compensation Conciliation Service:

The Accident Compensation Conciliation Service is an independent statutory authority which operates in accordance with the *Workplace Injury and Rehabilitation and Compensation Act 2013*. The ACCS helps resolve workers' compensation disputes in Victoria between workers and employers and/or WorkCover agents or self-insurers using the principles of Alternative Dispute Resolution. Requests for conciliation are usually brought to the ACCS by the worker.

Some examples of the types of disputes dealt with by the ACCS are rejected claims; reduction, alteration or termination of weekly compensation; lump sum compensation; payment of medical and like expenses; and return to work and rehabilitation matters. In most disputes, conciliation is a compulsory step before taking proceedings in the court system.

Values

We are guided by an ethos of service to the community and are committed to applying Public Sector Values as outlined in the *Public Administration Act 2004*, and associated Codes of Conduct. We also uphold the values in the Victorian Human Rights Charter.

In light of the role of the ACCS within the Victorian workers' compensation system, the following values are highlighted:

- **Respect for others – we will** treat our colleagues and all who use our service with consideration, dignity and compassion.
- **Professionalism and accountability – we aspire** to the highest standards of ethics, independence and excellence in the provision of services.

- **Collaboration – we will** actively and constructively engage with our stakeholders to achieve ongoing improvements, better outcomes and increasing satisfaction with standards of ACCS service delivery.

Responsibilities:

- Establishing and maintaining protocols for Board secretariat functions including development, implementation and maintenance of governance practices, procedures and standards.
- Managing the internal and external liaison and communications of the ACCS Board and Board committees.
- Providing effective daily liaison and support for the Board and Board committees in consultation with the Chief Executive Officer/Senior Conciliation Officer.
- Providing authoritative governance and legal advice to the Board and ACCS leaders.
- Developing and coordinating the Board and Board committees' forward agendas and annual calendar of papers, including managing the annual Board planning sessions in consultation with the Chief Executive Officer/Senior Conciliation Officer.
- Ensuring quality assurance of all Board/committee papers and editing as required for the Chief Executive Officer/Senior Conciliation Officer's approval.
- Ensuring all legislative compliance obligations are met through the development, implementation and maintenance of compliances policies, processes and procedures; and providing counsel to Board members on governance principles and the legal obligations of Directors and of the public entity.
- Scheduling and managing meetings of the Board and its sub-committees, including the creation of annual meeting schedules; drafting agendas; arranging Board meetings; preparing, collating and distributing accurate, concise papers and presentations; attending each Board meeting and relevant committees and undertaking and ensuring the preparation of high quality Minutes for each meeting.
- Recording and following-up all actions of the Board/committees to ensure ACCS meets its corporate governance and compliance obligations and operates effectively.
- Monitoring and documenting all correspondence to and from the Board, including preparing correspondence on behalf of the ACCS Board in consultation with the Chief Executive Officer/Senior Conciliation Officer.
- Supporting Board performance through the appropriate and effective induction of newly appointed Directors; record and maintain the development of required skills and competencies matrix for Directors and the Board as a group; facilitating professional development programs for the Board; and managing the Board performance appraisal processes.
- Ensuring effective information flows within and between the Board and its committees, and to ACCS management.
- Managing the budget of the Board and any expense claims on behalf of members.
- Attending to other services and projects the Chief Executive Officer/Senior Conciliation Officer or Chairperson may require.
- Initiating relevant continuous improvement where required and building governance capability and at all levels of the organisation.
- Adhering to and demonstrating ACCS values and behaviours.

Key Relationships:

- Board and Chief Executive Officer/Senior Conciliation Officer
- Executive Leadership Team
- Deputy Senior Conciliation Officers
- Internal stakeholders (Board Chair, Board Members, CEO/SCO, Executive Leadership Team and other members of the organisation);
- External stakeholders (WorkSafe and its agents, unions, DTF and other government departments).

Selection Criteria

Qualifications:

- Tertiary qualified holding lawyer including appropriate professional registration in the field of law, and/or eligible to hold a Victorian practicing certificate.
- Active Membership of the Australian Institute of Company Directors.
- Experience as a Board Secretary, preferably in the public sector and/or Statutory Authority.
- Strong understanding of the role and operations of Public Entity Boards.
- Detailed knowledge of the *Public Administration Act 2004* and the *Financial Management Act 1994*.
- Demonstrated experience in statutory interpretation and advice on statutory amendments
- Highly developed organisational skills, including the ability to act in a self-directed way and concurrently manage competing tasks to meet strict timelines and solve complex problems.
- Exceptional accuracy and attention to detail.
- Highly developed communication and interpersonal skills, including the ability to liaise and consult with employees and management at all levels of the organisation, government officials, stakeholders and senior external associates.
- Highly developed writing skills, including the ability to prepare concise summary documentation.
- Highly developed analytical and conceptual skills including the ability to recognise emerging issues of importance to the ACCS and prepare briefing documents.
- Strong interpersonal and relationship management skills with ability and credibility at the most senior levels.
- Intermediate knowledge of Microsoft Office Suite (eg PowerPoint, Word, Excel), Lotus Notes mail and calendar applications

Desirable:

- Post Graduate Qualifications in Governance and Public Policy.
- Tertiary qualified in business administration.
- Tertiary qualifications in administration, business, government relations or similar discipline.
- Demonstrated experience in developing and managing stakeholder relationships with peak union and employer organisations.
- Awareness of Government policies, emerging policy issues and relevant legislation
- Experience in Administrative law and VCAT procedures
- An understanding or evidence of adaptability to working in a public sector environment and its Ministerial reporting and accountability requirements.
- Experience as a senior executive with a proven record of management in a complex organisation.
- Experience in operating in an environment with a high degree of sensitivity or risk associated with the particular industry sector, field or professional endeavour

Key Skills:

Technical/Specialist Legal Expertise:	<ul style="list-style-type: none"> • Provides authoritative legal advice and support on contracts, agreements, licences and related commercial legal matters including indemnities, insurance, intellectual property, privacy, risk management and compliance with ACCS statutory obligations • Provides advice on variations and modifications to contracts and other agreements • Identifies potential risks and issues, special circumstances, potential breaches of contracts and works with internal stakeholders to develop practical legal solutions • Maintains current knowledge of developments in law and practise within areas of responsibility • Provides legal advice and support in other areas if necessary as directed by the Chief Executive Officer/Senior Conciliation Officer • Prior experience in a similar role managing governance functions including Board and complex committees. • Experience in assisting Chief Executive Officer(s) and Board members within public sector for Statutory Authority is highly desirable. • Provides training and guidance where necessary to stakeholders who are not legally trained • Prepares legal advice, correspondence, briefings and reports as required
Communication:	<ul style="list-style-type: none"> • Prepares Board papers, letters, emails and reports using clear, concise and grammatically correct language; Ensures written communications contain necessary information to achieve their purpose; Uses appropriate style and formats. • Confidently conveys ideas and information in a clear and interesting way • Superior verbal and written communication, organisational, interpersonal and negotiation skills including the ability to present complex topics clearly and concisely, in a constructive and diplomatic way. • Ability to explain highly complex concepts, ideas and issues to an executive/ministerial audience. • Handles difficult and sensitive communications well
Written Communication	<ul style="list-style-type: none"> • Highly developed written communication skills, with demonstrated experience drafting a wide range of legal documents, writing advice (memoranda and less formal advice, for example by email), and guidance notes, instructions and/or handbooks • Edits written communications to ensure they contain the information necessary to achieve their purpose • Ensures appropriate style and formats are used • Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language • Ability to present complex information to a variety of audiences in a manner that is
Planning and Organising:	<ul style="list-style-type: none"> • Identifies processes, tasks and resources required to achieve a goal; Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required; Develops and implements systems and procedures to guide work and track progress; Recognises barriers and finds effective ways to deal with them. • Proven ability to prioritise activities effectively and experience in developing systems and procedures to guide work and track progress.
	<ul style="list-style-type: none"> • Experience in influencing multiple stakeholders (often with very

Stakeholder Management:	<p>diverse and strongly held positions) and successful negotiation and development of initiatives which have significant impact across the business.</p> <ul style="list-style-type: none"> • Expertise in developing relationships with a range of clients and gaining credibility across diverse stakeholder groups, with an ability to influence stakeholders at executive level.
Problem Solving	<ul style="list-style-type: none"> • Analyses issues from different perspectives and draws sound inferences from information available • Identifies and proposes workable solutions to problems • Implements solutions, evaluates effectiveness and adjusts actions as required • Liaises with stakeholders • Seeks all relevant information for problem-solving • Recognises actual and potential barriers and finds effective ways to deal with them
Service Excellence:	<ul style="list-style-type: none"> • Constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same; Takes responsibility for correcting problems promptly and without becoming defensive; Makes specific changes in work methods to improve outcomes, quality and timeliness of service; Monitors client and stakeholder satisfaction.
Strategic thinking	<ul style="list-style-type: none"> • Sound experience in big picture thinking with the capacity to entertain wide ranging possibilities in developing a vision for the future. • Proven ability to contribute to strategic planning and to strategic decision making processes with the Board and Chief Executive Office.
Knowledge and Proficiency:	<ul style="list-style-type: none"> • High level expertise in managing Board and governance functions.

Personal Attributes:

Relationship building:	<ul style="list-style-type: none">Establishes and maintains relationships with people at all levels; Promotes harmony and consensus through diplomatic handling of disagreements; Forges useful partnerships with people across business areas, functions and organisations; Builds trust through consistent actions, values and communication; Minimises surprises.
Resilience:	<ul style="list-style-type: none">Perseveres to achieve goals, even in the face of obstacles; Copes effectively with setbacks and disappointments; Remains calm and in control under pressure; Accepts constructive criticism in an objective manner, without becoming defensive
Problem-solving	<ul style="list-style-type: none">High level conceptual, analytical and judgement skills to lead innovative solutions and strategic direction.Ability to seek all relevant information for problem solving, liaise with stakeholders, and analyse issues from different perspectives.
Self-discipline:	<ul style="list-style-type: none">Maintains a consistent and sensible pattern of behavior under pressure; Recognises and restrains inappropriate emotions during a situation or interaction; Recognises own limitations and works with others to ensure plans are achieved
Integrity:	<ul style="list-style-type: none">Committed to the public interest; Operates in a manner that is consistent with the organisation's code of conduct; Inspires trust by treating all fairly.
Flexibility:	<ul style="list-style-type: none">Adaptable; Open to new ideas; Accepts changed priorities without undue discomfort; Recognises the merits of different options and acts accordingly.
Emotional Intelligence	<ul style="list-style-type: none">Highly developed ability to recognise own emotions and their effects on self and other people, including being receptive to varying personalities.Strong ability to manage and motivate own self.Conscientious and demonstrated ability to apply integrity in all work practices.

All ACCS employees are expected to adhere to and demonstrate the ACCS Values and behaviours.