

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Corporate Governance Officer & EA
<b>CLASSIFICATION</b>	PG 6.1 - PG 6.5 (\$89,788 - \$97,189 base per annum, full time) depending on skills and experience
<b>ROLE</b>	Full time (36.25 hours per week)
<b>LOCATION</b>	St Vincent's Hospital, Fitzroy, with flexibility to work from home in accordance with company guidelines

### ABOUT THE ROLE

Reporting to the Chief Executive Officer (CEO), the Corporate Governance Officer & EA provides high-level executive, operational, and governance support to the CEO and the Company Secretary.

This role sits at the heart of the Institute's executive operations, ensuring the smooth running of governance, compliance, and leadership activities. Acting as a trusted partner to the CEO and the Company Secretary, the Corporate Governance Officer & EA will provide proactive diary and workflow management, coordinate key executive and Board processes, and act as a central point of communication between the Executive Office, the Board, and senior stakeholders.

The role also works with the Company Secretary, supporting the delivery of high-quality corporate governance services - including Board and Committee coordination, documentation, and compliance administration - ensuring that governance activities are professional, timely, and meet all legal and institutional standards.

This is a pivotal position with a wide range of responsibilities contributing to the leadership effectiveness and good governance of the Institute.

### Key responsibilities

#### *Corporate Governance and Board Support*

- Work with the Company Secretary to support the preparation and distribution of Board and Committee papers, minutes, and agendas.
- Coordinate meeting logistics, schedules, and document version control for Board and Committee meetings.
- Maintain statutory registers, governance records, and compliance documentation in accordance with internal policies and regulatory requirements.
- Assist with governance reviews, annual reporting processes, and implementation of best practice governance initiatives.
- Contribute to the continuous improvement of governance systems, templates, and workflows.

### *Executive Support to the CEO*

- Provide high-level, confidential administrative and strategic support to the CEO, including diary, correspondence, and travel management.
- On a job-share basis, provide high-level, confidential administrative and strategic support to the Company Secretary 2 days per week.
- Anticipate the needs of the CEO and Company Secretary by proactively managing priorities, workflow, and information flow.
- Prepare and coordinate briefing materials, presentations, reports, and meeting documentation.
- Support CEO-led initiatives and projects, including strategic planning, stakeholder engagement, and internal communications.
- Liaise with internal and external stakeholders with professionalism and discretion, maintaining the highest standards of confidentiality.
- Manage and track action items from Executive Team meetings and follow up to ensure completion.

### *Organisational Coordination and Communication*

- Act as a key conduit between the Executive Office and broader Institute staff, ensuring effective communication and alignment of priorities.
- Support corporate projects, executive communications, and events led by the CEO or Company Secretary.
- Build strong, collaborative relationships across all levels of the organisation and with external partners.

### **Core Competencies for the Role**

#### *Task complexity* - Complex

Work requires the position holder to apply their comprehensive knowledge to tasks and activities. In some cases, at this level specialist or in-depth knowledge of operations will be required.

#### *Knowledge required* - Broad

Substantial theoretical, policy or technical knowledge, may require some knowledge of external environment such as relevant legislation and or government policies.

#### *Judgement and problem solving* - Adaptive

At this level the position holder is expected to be able to solve diverse problems by applying subject matter knowledge and previous experience. This may include making regular decisions that impact outside the immediate work area such as the deployment of resources or services. Provides assistance with and starts to own forward planning processes, such as estimating and budgeting as derived from operational responsibilities. There is some discretion to innovate within own function and to take responsibility for outcomes.

The position holder is expected to demonstrate high-level judgement and initiative in anticipating the needs of the CEO and acting proactively to support effective decision-making and outcomes.

### *Level of supervision and independence* - Broad

Position holder is told at a high-level what outcomes need to be achieved by the team, when they need to be completed and who needs to be involved in achieving them. Position holder participates in decision making and operates within the broad framework of organisational policies and procedures. Supervision is typically monthly, when broad outcomes are reviewed.

### *Organisational relationships and impact* - Advanced

Position holder is able to apply a detailed knowledge of the interaction between work unit policies, processes and procedures within their own area and understand how this impacts on other work areas. Is expected to provide advice and assistance to others and to make suggestions for change to make improvements to operations. Responsibilities at this level are starting to have an impact at an organisational level, beyond own work team.

## **ABOUT YOU**

The Corporate Governance Officer & EA will be a proactive, composed, and resourceful professional who thrives in a dynamic, fast-paced environment. You will demonstrate exceptional attention to detail, strong analytical and organisational skills, and the ability to independently manage time, tasks, and priorities. In complex or time-sensitive situations, you will show sound judgment, initiative, and problem-solving skills, adapting quickly to new systems, processes, and changing priorities.

Success in this role will rely on genuine engagement and a collaborative mindset. You will build strong and trusted relationships with the CEO, COO & Company Secretary, Board members, and colleagues across all levels of the Institute. You will communicate clearly and diplomatically, explaining complex governance or operational concepts to a range of audiences with professionalism and clarity. Highly self-motivated and a team player, you will bring a positive, can-do attitude, readily stepping in to support the team and address operational needs while maintaining confidentiality and discretion at all times.

Driven by a commitment to excellence, you will balance precision with initiative and proactivity, ensuring the smooth coordination of executive and governance activities. Your ability to anticipate needs, prioritise effectively, and maintain composure under pressure will underpin your success as a trusted partner to the CEO and a key contributor to the Institute's governance effectiveness and organisational reputation.

## **SELECTION CRITERIA**

### **Essential**

- Significant experience providing high-level executive support, ideally within a corporate governance, legal, or research-focused environment.
- Demonstrated understanding of corporate governance principles and processes, including Board and Committee administration.
- Excellent organisational and time management skills, with the ability to manage multiple priorities and deadlines with attention to detail.
- Demonstrated strong written and verbal communication skills, with experience drafting correspondence, minutes, and reports for senior stakeholders.

- Proven ability to exercise discretion, confidentiality, and sound judgment in all interactions.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), document management systems, and knowledge of Canva.
- Demonstrated initiative and ability to anticipate needs, problem-solve, and take ownership of outcomes.

#### Desired

- Formal qualifications in business administration, corporate governance, or a related discipline.
- Experience using Canva for corporate presentations, pitch decks, etc.
- Experience supporting a Board, CEO, or Company Secretary in a not-for-profit, research, or health organisation.
- Understanding of compliance and reporting requirements for Australian charities, companies limited by guarantee, or research institutes.

**Additional Requirements:** Prior to any offer being made, all preferred candidates will be required to provide:

- A national police check via Fit2Work.
- Evidence of holding the legal right to work in Australia with no restrictions.

#### **OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

As our research transforms the lives of people across all walks of life, we recognise that a diverse, engaged, and united team makes us stronger, and we hire qualified people from all different backgrounds and experience levels.

We encourage employees to speak with your manager or a member of our HR team about the type of working arrangements that would help you thrive in your role at the Bionics Institute