

Position description

Title:	Board Administrator
Branch/Department:	Executive
Status:	Full Time or Part Time – Negotiable
Location:	Belgrave
Reports to:	Chief Executive Officer
Direct Reports:	Nil
Hours/Days of Work:	Monday to Friday with some with weekend as negotiated by prior arrangement
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 3 Health Assessment Medical

Job Purpose

To provide administration and general governance services to the Emerald Tourist Railway Board (ETRB) operators of Puffing Billy Railway (PBR) so that the Board and Sub Committee members receive the support necessary for them to discharge their duties accurately and efficiently.

To undertake the management and coordination of special projects as directed to support the work of the CEO.

Key Duties & Responsibilities

- Under the guidance of the CEO and Board Chair, this position will provide effective secretariat and administrative support. Duties that are to be discharged effectively and smoothly, under the guidance of the Board Chair/CEO include:
 - lead the preparation of Board and Board Sub committee's Agenda, Running Sheet, Matters Arising, Board Forward Program and current / future Board /Committee meeting schedules / work plans
 - contribute to the management of timely submission of Board and Sub Committee papers from various PBR business units, quality proofing of Board and Sub Committee papers to ensure high quality papers are issued to Board and Sub Committee members in a timely fashion
 - liaise with Board and Sub Committee members to answer general process queries, including the development of a policy and legislative compliance framework
 - manage the coordination of Board and Sub Committee meetings
 - take the lead with the Executive and Leadership Team in respect of follow up of matters arising from the Board and Sub Committee meetings or other relevant meetings
 - facilitate Board Directors' renewals and inductions in consultation with the Board Chair
 - prepare policy documentation as requested
 - in-conjunction with the Group Manager Business Services, executing all statutory filings and manage the maintenance of all statutory registers and records
- Lead the maintenance of various other registers such as but not limited to:
 - Conflicts of Interest
 - Freedom of Information
 - Board Resolutions
 - Board / Committee meeting attendance

- Gifts and hospitality
- Schedule of audit summary
- Provide administrative support to working/project parties as directed
- Provide legal review of contracts/agreements either internally or through approved external legal entities
- Provide project management for Board/CEO special projects as they evolve
- Manage update's and provide Board member access to internal communication tools ie Intranet
- Manage to compilation and dissemination of meeting packs
- Arrange for the sealing and/or execution of agreements and deeds, recording execution in the Seal Register (if required), and recording and filing executed documents in accordance with standard procedures
- Contribute to the maintenance of all Company Secretarial and corporate company records for PBR
- In conjunction with the CEO, both through instruction or by initiative, contribute to the assessment of the risks, benefits and opportunities of new processes or other projects; determine execution options; and lead the execution of allocated projects to ensure that continual business improvement is occurring
- Perform other duties as directed by the CEO/Board Chair to support the effective running of Board and Sub Committee meetings
- Oversee and ensure that only registered volunteers are rostered and participating in activities at PBR that this position is overseeing
- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

Key Competencies

- Ability to manage conflicting timelines and stakeholder demands
- Excellent written and verbal communication skills
- Ability to generate ideas and demonstrate initiative
- Ability to assess situations and make sound judgements
- Exceptional planning and organisational skills
- Microsoft Office skills including Outlook, Word, Excel, Powerpoint and Acrobat Professional a must
- The ability to communicate and work with all levels of the organisation with a significant level of independence
- An appreciation of the sensitivity of information exposed and need for confidentiality
- Attention to detail a must
- Attitude that close enough is not good enough
- Present and act in a professional manner at all times
- Collaborative in approach to achieving outcomes
- Willingness to learn including undertaking further studies if necessary

Qualifications & Experience Required

- Experience in the following functions within a corporate secretariat environment would be highly desirable:
 - preparing meeting papers; reviewing of Board / Sub Committee papers for layout, spelling and grammar; coordinating the preparation and dissemination of Board / Sub Committee meeting materials; and coordinating the calling of meetings
 - interacting with Directors / Committee members and Executive



- execution of regulatory filings where applicable
- managing the process of statutory and other registers and records; and
- operating or maintaining Board information.
- Legal qualifications or experience working in a legal environment highly regarded
- Demonstrated experience in contributing to the delivery of project work and continuous improvement in operating processes, procedures and systems.
- Studying towards, or the completion of, the Governance Institutes' Certificate in Governance Practice, Certificate in Governance and Risk Management or Graduate Diploma in Applied Corporate Governance would be highly desirable.
- An understanding of Puffing Billy's history and current business desirable.

Key Relationships

- Board, Chief Executive, Executive and Leadership Team, Executive Assistants and other relevant Team Members working with the Company Secretary.
- In general, all PBR employees, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Additional Notes

- Some weekend, evening and public holiday maybe required on rostered basis
- As Puffing Billy Railway's peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safety and Wellbeing Policy and Child Safety and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants may be subject to unannounced drug and alcohol testing



Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee

Signed: _____

Date: _____

Approved By:	Peter Abbott	Date:	April 2022
Last Updated By:	Elizabeth Oxworth	Date:	April 2022



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!