



## POSITION DESCRIPTION

Title:	<b>PUFFING BILLY RAILWAY (PBR) BOARD ADMINISTRATOR</b>
Group/Branch:	Corporate
Status:	Part Time
Location:	Belgrave or Emerald and working from home arrangements as discussed and agreed.
Reports to:	Puffing Billy Railway Board, in particular the Chair
Direct Reports:	Nil
Business administration reporting:	Group Manager Business Services (timesheets, leave forms)
Independent expenditure approval:	Up to \$1,000 (Delegations of Authority)
Hours/Days of Work:	Monday to Friday with flexibility to meet Board requirements
Requirements	<p>Current Victorian Working with Children Check (WWCC)</p> <p>Resolved National Criminal History Check and periodic checks as per policy</p> <p>Completed Category 3 National Standard for Health Assessment of Rail Safety Workers</p>

### Job Purpose

To provide administration and general services to the Puffing Billy Railway Board, operators of Puffing Billy Railway (PBR), so the Board and Sub Committee members receive the support and information required to enable them to discharge their duties accurately and efficiently, in accordance with statutory requirements.

The position also undertakes coordination of special projects as directed by the Board.

Report all relevant matters the Board Administrator has to the Board Governance and Communications Subcommittee, so that the full Board can be involved and deal with the issues as appropriate.

### Key Duties & Responsibilities

Under the guidance of the PBRB Chair and Board, this position will provide effective secretariat and administrative support to the PBRB and Sub Committee members. These include:

- Coordination of record keeping and ensuring a record of all instruments and decisions made is kept in a Register and reported to the Board as required.
- Ongoing administration of Board systems to enhance workflows, including safeguarding varying levels of information security clearance and auditing compliance in accordance with the PBR Records Management Policy.
- Coordination and preparation of Board and Board Sub Committee's Agenda, Meeting Packs, PBR Matters Arising, Board Forward Work Program and Board /Committee meeting schedules. Including any other relevant PBRB meetings as required by the Board, such as, the PBR Stakeholder Consultative Committee.
- Liaise and regularly communicate with the CEO, Management Executive Group (MEG), Executive Assistants and Leadership Team to collate and distribute timely and high-quality reports to Board Directors as required.

- Proof reports as required, to ensure high quality and provide feedback in conjunction with the Group Manager, Business Services to relevant staff to assist in building a culture of continuous learning and improvement.
- Liaise and regularly communicate with the Executive Assistant of the CEO as appropriate.
- Liaise with Board and Sub Committee members to answer general process queries about policy, risk, and legislative compliance in conjunction with the Group Manager Business Services, referencing the relevant frameworks in place.
- Follow up and coordinate timely delivery of Minutes and Matters Arising items with the PBR Executive and Leadership Team as required in respect of matters arising from the Board and Sub Committee meetings or other relevant meetings.
- Maintain a clear timetable and facilitate the process for PBR Board Directors' renewals and inductions in consultation with the PBR Board Chair.
- Administer annual Board and Subcommittee performance reviews to produce relevant reports for consideration by the Board who will identify opportunities for improvement in line with governance best practice.
- Facilitate professional development programs for the Board as requested by the Board.
- Work with the Group Manager Business Services, executing all statutory filings and manage the maintenance of all statutory registers and records.
- Ensure PBRB registers are kept up to date (in collaboration with the Group Manager Business Services where appropriate), including but not limited to:
  - Instruments of Delegations Register
  - Conflicts of Interest
  - Freedom of Information
  - Board Resolutions
  - Board / Committee meeting attendance
  - Gifts Policy
  - Schedule of audit summary
- Working under the direction of the Board, support the Board regarding any legal review of contracts/agreements either internally or through approved external legal entities, including appropriate liaison with, and support by, the Group Manager Business Services.
- Provide project management and support for Board special projects as they evolve.
- Ensure access to appropriate and relevant information is provided to Board members in a timely manner particularly:
  - files/information specifically managed by the Board Administrator; and
  - work in conjunction with the Group Manager, Business Services concerning files/information managed under the broader organisation's information management system
- Control and management of Board documentation and correspondence on behalf of the Board in an efficient and effective manner.
- Provide assistance to the Board regarding communications on behalf of the Board to management, staff and volunteers.
- Manage confidentiality and process requirements, and the appropriate-compilation and dissemination of meeting packs.
- Keep the organisational seal secure on behalf of the Board and support the administration 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.
- Adhere to the PBRB Records Management and other relevant policies and support the Group Manager Business Services with the maintenance of all organisational and statutory records on behalf of the PBR Board.
- Perform other duties as directed by the Board and Chair to support the effective running of Board and Sub Committee meetings.
- Model good management practices via participation in routine discussions with a nominated Board representative to discuss progress against the agreed annual plan; Board requirements; opportunities for improvement and professional development



- 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 PBR values and adhere to all principles, policies, and procedures.
- Other tasks and duties as required by the Board.

### Key Competencies

- Understanding of the key PBR statutory framework and requirements.
- Exceptional planning and organisational skills.
- Ability to manage conflicting timelines and stakeholder requirements.
- Excellent written and verbal communication skills demonstrating appropriate levels of attention to detail.
- Commitment to probity principles including management of sensitive and confidential information.
- Ability to generate ideas and demonstrate initiative.
- Ability to assess situations and make sound judgements.
- Ability to establish effective working relationships across the organisation particularly with the Board, Executive and Branch groups.
- Microsoft Office skills including Outlook, Word, Excel, Powerpoint and Acrobat Professional a must.
- The ability to communicate and work with everyone within the organisation with a significant level of independence.
- Present and act in a professional manner at all times.
- Collaborative in approach to achieving outcomes across all of organisation.

### Qualifications & Experience Required

- Experience in the delivering the following functions within a corporate secretariat environment:
  - 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 and governance
- Business administration and governance qualifications or experience working in a legal environment is highly regarded.
- Demonstrated experience in contributing to the delivery of project work and continuous improvement in operating processes, procedures, and systems as required by the Board.
- Demonstrated experience in stakeholder management.
- 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.
- Willingness to learn Puffing Billy's history and current business desirable.

### Key Relationships

- Board Chair, Directors and specialist Board advisers
- Chief Executive Officer and Executive Management Group, Executive Assistants, and other relevant Team Members as required.



- A close working relationship with Group Manager Business Services for e.g. compliance and administrative related matters is essential.
- In general, all PBR employees, volunteers, and visitors.
- External stakeholders as directed by the Board, including, liaison with DJSIR and the Victorian Government, 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"> <li>• Manual handling task (0 – 9kg)</li> <li>• Gripping, holding, clasping with fingers/hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. stacking, reaching typing and sorting</li> <li>• Sitting at a workstation.</li> <li>• Responsibility for the safety of others.</li> </ul>

## Additional Notes

- Flexibility with regard to availability and responsiveness is required, to support the Board and by negotiation Puffing Billy Railway operations.
- 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 Safe and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants may be subject to unannounced drug and alcohol testing.

***This position will be recruited by the Board itself, in accordance with Section 8(1)(b) of the PBR Act 2022.***

## 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 Name		Employee Signature		Date	
---------------	--	--------------------	--	------	--

Approved By:	Board Chair – Tim North OAM KC	Date:	March 2024
Last Updated By:	People and Culture	Date:	March 2024



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!**