

**Position Description:
Manager Corporate Services and Company Secretary**

Position	Manager Corporate Services and Company Secretary
Employment status:	This is a part-time time (0.8 FTE) permanent position
Accountability:	The position reports to the Chief Executive Officer and is a member of the Management team
Remuneration:	Commensurate with the responsibilities of the position and the experience of the successful candidate. Access to the benefits of salary packaging is available.
Location:	The position is based at LiverWELL, 15 Gracie Street, North Melbourne 3051 with flexibility to work from home by agreement

1. About LiverWELL

LiverWELL is a not-for-profit community-based organisation that, in line with Victorian and Federal government strategies is working to eliminate viral hepatitis in Victoria by 2030. Our ambitious long-term strategy builds on this critical work and further broadens our scope to improve liver health outcomes for all Australians. With increasing mortality and morbidity rates, liver cancer is the fastest growing cause of cancer death in Australia. The condition is poorly understood, and many people do not receive a diagnosis until it is too late. But if diagnosed early, liver disease is curable, and cancer can be prevented.

LiverWELL works with a broad spectrum of community, health sector, research and government organisations to:

- Raise awareness of liver disease and help prevent the transmission and impact of viral hepatitis by increasing community awareness, developing sector capability, and fighting stigma and discrimination
- Improve access and referral to quality information, care, treatment and support especially for vulnerable and at risk communities
- Support people with lived experience of viral hepatitis and liver disease to actively participate in solutions, ensuring that their voice informs responses to viral hepatitis and liver disease
- Advocate, collaborate and mobilise collective action to eliminate viral hepatitis and drive a stronger response to the challenges of viral hepatitis and liver disease in our community.

We partner and collaborate with a wide range of stakeholders including researchers, clinicians, public health entities, community and health services providers, government, and community organisations. Throughout we are driven by and seek to promote the voices of people with lived experience of liver disease and hepatitis. Key priority populations we support include:

- Culturally and linguistically diverse communities
- Aboriginal and Torres Strait Islander people
- People who inject drugs
- People in custodial or post custodial settings
- People at risk of acquiring liver disease
- People needing increased access to management and care for liver disease

1. OUR VISION AND VALUES

OUR VISION

Liver health for all

OUR VALUES

- *Respect* – We respect all people affected by liver disease, promoting dignity and challenging stigma and discrimination
- *Inclusion* – We seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work
- *Collaboration* – We work in partnership with those affected by liver disease, and with others who share our values and aim
- *Impact* – We strive for maximum impact, building on evidence, being innovative, and driving change to achieve better liver health.

2. POSITION CONTEXT

The Manager Corporate Services and Company Secretary is a key role within the LiverWELL team ensuring smooth, efficient operation of all administrative systems and support functions within the organisation, positively engaging with all internal and external stakeholders and contributing to a harmonious and effective team. The position also provides vital company secretarial support to the Board of Directors and high-level support for the CEO.

KEY RESPONSIBILITY AREAS

2.1 General operations management and support

- Support effective and efficient running of operations including administrative, IT, and HR support.
- Contribute to the development and ongoing improvement of organisational procedures and systems to ensure compliance with relevant regulatory and legal requirements and to deliver operational efficiency.
- Develop, implement and review organisational policies to ensure they are up to date, comprehensive, accurate and well understood.
- Oversee operational risk register with regular review and reporting to CEO to ensure risks are adequately identified, mitigated and managed.
- Manage external IT provider to ensure IT systems/service meet the operational needs of the organisation.
- Oversee systems and practices to enhance organisational knowledge management.
- Contribute to the overall planning and management of the organisation's strategic outcomes as a key member of the management team.
- Schedule regular staff and management team meetings and agendas

2.2 Company Secretarial

- Preparation of annual Board and Board Sub Committee plan
- Lead in preparation and distribution of agendas/papers for Board and Board committee meetings, schedule meetings, record minutes and maintain action logs
- Lead the planning, agenda and running of annual AGM
- Support Nominations Committee with recruitment and induction of new Board members.
- Support CEO with review and updating of Board policies
- Maintain up to date board resources on Board portal
- Maintain corporate registration requirements of the Board and the organisation and ensure compliance with all Australian Charities and Not for Profits Commission requirements and reporting.
- Maintain the LiverWELL register of members

- Support to the CEO with other board related activities as required.

2.3 Human Resource management

- Support the CEO/Managers with the recruitment, documentation, and contracts for staff
- Manage induction of all staff, maintenance of human resource records and filing systems.
- Ensure employment contracts and rates of pay are up to date and in line with LiverWELL EBA and award, including annual increments.
- Support staff to ensure easy navigation and sound understand of organisational policies, procedures and systems
- Promote a friendly climate, good morale and co-operation within the LiverWELL team of staff and volunteers.

2.4 Administrative support to the CEO

- Provide executive administrative support to the CEO as required, including travel and accommodation bookings for intra and interstate travel.

2.5 Finance support

- Maintain the petty cash system and ensure staff and volunteers account for their expense claims.
- Provide back up support to Finance Manager, as required.

2.6 External stakeholder engagement

- Provide a professional and friendly first point of contact to those contacting and visiting LiverWELL.
- Develop strong and effective relationships with a range of stakeholders, both internal and external including staff, volunteers, Victorian and Federal government officials, partner organisations, sector workers, public health networks, other business and service suppliers.

2.7 General

- Take actions, make decisions, and help to shape priorities to reflect LiverWELL's strategic outcomes, vision and values, and abide by LiverWELL's policies.
- At all times maintain confidentiality of information about service users, members, staff, volunteers and other personnel.
- Undertake other duties commensurate with the position as agreed.

3. KEY SELECTION CRITERIA

Essential

- Experience leading effective and efficient operations for a growing organisation.
- Experience providing company secretarial support to a NFP board.
- Highly developed written and oral communication skills, including the ability to develop clear and concise briefing papers, guidelines, policies and reports.
- Strong analytical skills with high level of accuracy and attention to detail.
- Excellent organisational skills, proficient at managing multiple tasks/deadlines.
- Resourceful, flexible and collaborative; enjoys working as part of a small team with proven ability to establish positive relationships with colleagues and external stakeholder groups.
- Self-motivated with proven ability to identify and solve problems.
- A high level of integrity and confidentiality.
- Demonstrated proficiency and experience using the Microsoft Office suite of applications (eg Microsoft Word, Outlook, Excel, PowerPoint, Publisher, SharePoint, and Teams).
- Commitment to LiverWELL's values and vision.

Desirable

- A relevant qualification in business, administration and/or company secretary

- An understanding and/or experience of the range of issues closely associated with viral hepatitis and liver disease
- At least three year's experience in a comparable position.

4. GENERAL INFORMATION

- LiverWELL is committed to cultural diversity in the workplace and is an equal opportunity employer. People affected by viral hepatitis and liver disease, Aboriginal and Torres Strait Island people and people with experience working with Aboriginal and Torres Strait Island communities are encouraged to apply.
- The general conditions of employment will be those contained in the current LiverWELL Limited Enterprise Bargaining Agreement.
- Willingness to undertake relevant checks as required.