

# Position Description

<b>Title</b>	Governance & Compliance Officer
<b>Business Unit</b>	Office of CEO
<b>Location</b>	130 Lonsdale Street, Melbourne
<b>Employment type</b>	Full time   Ongoing
<b>Reports to</b>	Company Secretary & Executive Assistant, Office of the CEO

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

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## 1. Position purpose

This position plays a critical role at Uniting within the Office of the CEO supporting the governance and Board compliance activities at Uniting which includes the Registered Housing Agencies – Uniting Housing Victoria (UHV) and Uniting Housing Australia (UHA).

A key focus of the role will be to support the Boards of Uniting, UHV and UHA to undertake their activities and function according to policy and regulations. This role will be responsible for the calendar management of meetings, travel requirements, collecting and distributing papers and taking minutes for the board and committee meetings. Working closely with the Company Secretary you will undertake tasks to ensure governance processes, systems, templates, workplans and board actions are fulfilled and align across the three entities. The role will support the regulatory compliance functions for the Uniting, UHV and UHA Boards.

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## 2. Scope

**Budget:** nil

**People:** nil

## Position Description

### Governance and Compliance Officer

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### 3. Relationships

#### Internal

- Uniting Vic.Tas Board Chair
- Uniting Housing Board Chair
- CEO
- Uniting Vic.Tas Board Members
- Uniting Housing Board Members
- Executive Team Members

#### External

- External stakeholders and suppliers
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### 4. Key responsibility areas

#### Governance and Compliance

- Maintain governance registers and document management systems
- Drafting of Board correspondence
- Provide administrative support to the Board Chairs and Directors as requested
- Provide support to processes that ensure Board compliance with ACNC and ASIC requirements
- Supporting the onboarding and offboarding of Directors
- Other governance support as required

#### Board Administration

- Support preparation and distribution of meeting agendas and meeting books.
- Editing and reviewing of Board papers
- Take minutes of Board and Committee meetings and prepare and allocate and follow up action items
- Coordinate end to end Board and Committee meetings logistics.
- Drafting and maintaining Board and Committee work plans are noted in draft agendas

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
  - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
  - Ensure appropriate use of resources.
  - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
  - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
  - Identify opportunities to integrate and work collaboratively across teams.
  - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
  - Promote a positive safety culture by contributing to health and safety consultation and communication.
  - Promptly respond to and report health and safety hazards, incidents and near misses to line management
  - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
  - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
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## Position Description

### Governance and Compliance Officer

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#### 5. Performance indicators

- **Governance Support:** Uniting and Uniting Housing Boards are supported to fulfill their activities in line with policy and regulations
  - **Achieves results:** effective discharge of key responsibilities, quality and timeliness of outputs and deliverables, attention to detail and accuracy, strict maintenance of confidentiality.
  - **Values alignment:** Exemplifies and promotes Uniting's values, actively contributes to the enhancement of the values (both individually and within immediate team).
  - **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.
  - **Professionalism:** Executes day to day activities in a positive, friendly and enthusiastic manner. Maintains good working relationships and trust of the stakeholders. These are optional for the time being but will be mandatory as a performance management and development framework (and process) evolves.
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#### 6. Person specification

##### Qualifications

- Relevant tertiary qualification in a business administration or a related discipline is preferred and/or demonstrated experience.

##### Experience

- A minimum of 2 years' experience in an Executive Assistant role within a complex business environment.
- Experience in administrative support of a Board of Governance
- Experience in minute taking for management or governance committees
- Demonstrated experience supporting organisations to meet governance and compliance requirements
- A proven track record meeting deadline within a busy and complex work environment
- Experience liaising with senior stakeholders
- Understanding of governance and compliance frameworks.

##### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
  - **Organisational skills and attention to detail:** Proven skills in self-management and organisation; along with ability to review detailed data, spot anomalies and/or gaps and identify and implement solutions
  - **Problem solving:** well established level of analysis and complex problem solving
  - **Communication:** well developed verbal and written communication, ability to relate meaningfully to people at all levels and ability to explain complex matters clearly and succinctly
  - **Customer Service:** a demonstrated ability to build strong relationships with stakeholders and deliver a quality service to users
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#### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**Position Description**  
**Governance and Compliance Officer**

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

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**8. Acknowledgement**

**I have read, understood, and accepted the above Position Description**

**Employee**

Name:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>