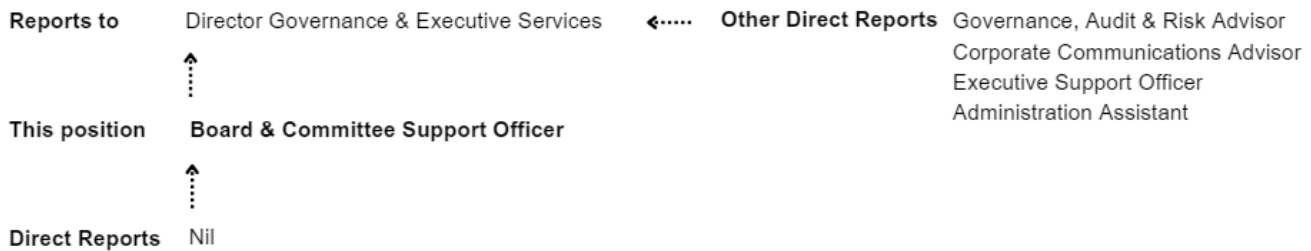


Board & Committee Support Officer

16540

Level	3	Agreement	Public Sector CSA Agreement 2022
Directorate	Governance & Executive Services		
Team	Governance & Executive Services		
Location	Perth Metro Venues		



Purpose

The **Board & Committee Support Officer** is responsible for providing organisation-wide support and assistance to the Board and Committees, assisting with the operation, management and coordination of all Board matters and acts as a support to the CEO.

Responsibilities

Corporate Governance and Support

1. Provides secretariat support to the ACT Board and its sub-committees, organises meetings and functions, manages preparation of the agenda, reports, discussion papers/materials and other required documentation (using the Board management software application).
2. Ensures functions and processes of the Board comply with best practice and legislation.
3. Coordinates advice and responds to queries from the Board, Manager Corporate Governance and Department and ensures that standards are accurate and timely.
4. Tracks actions arising from meetings and directives and coordinates responses.
5. Ensures payment of the sitting fees for Board members in a timely and accurate manner.
6. Controls Board induction manual and training.
7. Organises functions and workshops as required.
8. Provides executive secretarial and administrative and project support to the Manager Corporate Governance, including complex diary management, organising meetings, appointments, monitoring telephone calls and electronic communications.
9. Provides a customer focussed administrative and business support service to the Manager Corporate Governance and staff within ACT.
10. Undertakes reviews and research in relation to specific projects and provides reports and appropriate recommendations to the Manager Corporate Governance.
11. Participates at meetings by providing advice in relation to business management matters, and ensures all meetings are recorded, minutes are prepared and distributed and that the necessary actions for follow-up are attended to by the relevant stakeholders.

12. Establishes and maintains relationships with and knowledge of the major internal and external stakeholders.
13. Develops, implements, and maintains relevant administrative systems to ensure compliant and secure record keeping, including the identification of areas where systems and processes can be changed to improve the services.
14. Prepares and arranges logistical requirements for events, including catering and booking of facilities.
15. Participates as a constructive member of the Team – organises meetings, drafts correspondence and assists with queries.
16. Other duties as required that fall within the parameters of the position.

Work Related Requirements

Essential:

1. Demonstrated experience in executive support and office management.
2. Identifies and addresses work issues, analyses information, and anticipates risks.
3. Monitors progress, meets deadlines, communicates outcomes, and adapts to changes.
4. Demonstrated communication and relationship-building skills, maintaining clear and articulated ideas, active listening and respecting others within team and stakeholder environments.
5. Ability to maintain integrity and responsibility whilst performing well under pressure.
6. Ability to understand and operate within ACT mission, vision and values.

Desirable:

1. Knowledge of the Culture and Arts Sector.

Other Requirements:

1. This position is based in Perth; however, employees may be required to work from any of the ACT venues as required.

Qualification and License Requirements

N/A

Organisational Purpose	To grow and support Western Australia's cultural and creative industries through the optimisation of our venues and activation of spaces
Directorate Purpose	Governance & Executive Services - Governs Board, CEO and Government processes and requirements. Oversees audit and risk management across ACT. Delivers Corporate Communications.
Team Purpose	N/A
Position status	Permanent/full-time
Last updated	