

Position Description

Role title	Corporate Governance Office (CGO) Secretariat		1/02/2024
Division	People and Transformation		Corporate Governance Office
Reports to	Corporate Governance Office Coordinator		AS04
Direct reports	N/A		

Role Purpose

Provide secretariat support to Renewal SA's internal committees and subgroups including the preparation, coordination and quality assurance of meeting papers, minute taking, action delivery and follow up, preparation of correspondence, and scheduling of face to face and/or teams meetings.

Key Accountabilities

- Provide professional secretariat support to Renewal SA's internal committees and subgroups including coordination of meetings, development and quality assurance of agendas and briefing documents, recording of minutes, oversight of resulting actions, and record keeping and document management.
- Prepare and coordinate confidential documentation to support committees and subgroups work programs, including conducting research for briefings and background notes as required.
- In conjunction with the Office of the Chief Executive secretariat, develop systems and protocols to evaluate and continuously improve the quality of the services provided to committees and subgroups.
- Develop effective networks and sound working relationships that are people focused and responsive to a range of stakeholders.
- Undertake, or assist, with a range of ad hoc administrative duties in an environment with changing and competing priorities.
- Actively participate in and contribute to the organisation's improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

Key Relationships

Internal	
Who	Why
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Direct Reports	Support, guide and manage performance.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.

External	
Who	Why
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Balancing the delivery of multiple tasks, activities, projects, and deadlines whilst delivering administrative support.
- Educating the organisation on governance requirements from an audit and governance perspective.

Qualifications and Technical Requirements

- Demonstrated experience providing secretariat support to committees and / or boards.
- Experience in using M365 and information management applications.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate Effectively	Foundational	<ul style="list-style-type: none"> Write and speak in a professional way using correct English and grammar. Develop communications focused on a clear message and ensure this reaches the audience Know the level of background and context of the audience requires, use general language and avoid jargon Ensure communications follow the Renewal SA writing style and language guidelines
Strategy and Growth	Understanding Government priorities and context	Foundational	<ul style="list-style-type: none"> Understand the current objectives of the SA government and their relation to your role at Renewal SA Be aware of the policies and regulations that apply to Renewal SA and follow all requirements Understand the governance structures and requirements applicable to you and your team Identify the relevant key decision makers for your role within Renewal SA
Innovation and Agility	Navigate reform and change	Foundational	<ul style="list-style-type: none"> Understand purpose and importance of change initiatives by engaging with the change leads and their communication Demonstrate an outward openness and willingness to change and learn more Show awareness of personal limitations or hesitations to change and seek ways to adapt Understand the critical reform initiatives in the government and their impact on your role
Solutions Focused	Solve problems	Foundational	<ul style="list-style-type: none"> Ensure problems are understood and can be articulated, including risks, impacts and stakeholders involved Objectively review the issue and proposed solutions to assess the most suitable path forward Document and communicate decisions and recommendations ensuring to detail the facts available, rationale and the outcome Escalate issue that cannot be resolved, especially where they may impact completion of tasks or workload.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	

Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.