



WESTERN COMMUNITY LEGAL CENTRE LTD
Company Secretary Position Description

Job Title	Company Secretary
General	
Vision	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage. The role of Company Secretary will provide the company secretarial support to WEstjustice's Directors and Officers as well as governance advice to the Senior Management Team
Reports to	CEO & The Board
Term	See Contract
Scope	You will be assigned to the CEO, the Board and Senior Management Team for general supervision and support
Key Responsibilities/Expectations	
	<ul style="list-style-type: none">• Provide comprehensive company secretarial and governance advice and support to WEstjustice's Directors and Officers, as well as governance advice to the Senior Management Team more generally.• Assist the Board to assess and meet its regulatory and governance obligations under the Australian Charities and Not for Profits Commission (ACNC) Act, Corporations Act, taxation laws and other applicable legislation and regulations.• Assist the Board to assess and meet its obligations under WEstjustice's Constitution; and assisting in giving practical effect to the Board's and Board Committees' corporate governance strategies and decisions.• Ensuring WEstjustice and each of its subsidiaries complies with its obligations under the Corporations Act, the ACNC Act and other corporate statutory requirements, including statutory records, registers and reporting to ACNC and ASIC.• Acting as Public Officer of WEstjustice for taxation purposes, including acting as primary contact for the Australian Taxation Office and attending to record keeping and submission of returns.• Work with and provide the Board and its Committees with advice on corporate and governance matters (including in conjunction with legal advice where necessary and/or appropriate).• Manage Board and Committee processes including:<ul style="list-style-type: none">• arranging meetings;• liaising with relevant Chair in relation to Agendas and advising them on meeting procedures;• compiling and circulating papers to Directors;• attending meetings;

	<ul style="list-style-type: none"> • taking minutes; • following up Board matters arising including decisions/actions; and • producing and maintaining Board and Committee calendar and timetable of corporate actions required by relevant regulators (e.g., ACNC, ASIC). • Maintain Conflicts of Interest Register and provide or facilitate provision of advice and guidance to Board on issues arising from potential, actual or perceived conflicts of interest. • Support Board and Committees to operate efficiently and to achieve their objectives as set out in relevant terms of reference or charters. • Maintaining Board portal and overseeing day-to-day relationship with portal supplier. • Overseeing corporate governance, including development of policies, risk register • Coordinate preparation of WEstjustice’s Annual Report including compliance with legal and best practice requirements. • Oversee the preparation for, and holding of, WEstjustice’s Annual General Meeting and any other Members’ meetings that may be required, including any required notices, minutes and other process requirements. • Coordinating and supporting the induction of new Directors. • Overseeing the drafting and implementation of, and adherence to, relevant corporate governance policies and procedures, Board and Committee Charters and frameworks. • Coordinate annual Board assessment / review.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Prior experience as a Company Secretary, with exposure to the full spectrum of company secretarial duties. 2. Current membership of the Governance Institute of Australia or Australian Institute of Company Directors. 3. Strong technology skills, including MS Office skills (Outlook, Word, Excel, PowerPoint etc.) and online meeting skills (Teams, Zoom etc). 4. Strong leadership skills, able to supervise and effectively lead junior team members and work effectively with people at all levels. 5. Strong interpersonal skills and high level of emotional intelligence. 6. Operates with the highest integrity, with good judgment, professional demeanour and strict commitment to confidentiality. 7. Maintains the highest standard of personal conduct in performing all duties, balancing technical excellence and commercial acumen with a collaborative working style underpinned by a focus on always doing the right thing and role modelling WEstjustice’s purpose and values. <p>Desirable</p> <ol style="list-style-type: none"> 8. Company secretarial experience in the charities sector (ACNC governance) desirable. 9. High level of written and verbal communication skills with superior attention to detail. 10. Capacity for practical and timely problem solving. 11. Good organisational ability. 12. Degree qualified in law. 13. Post-graduate qualifications in governance desirable (Governance Institute of Australia or equivalent).
Other relevant	<ul style="list-style-type: none"> • The successful applicant will be employed under the Social,

<p>information</p>	<p>Community, Home Care and Disability Services Industry Award 2010 with a probationary period of six months.</p> <ul style="list-style-type: none"> • To be eligible for this position you must have current work Australian rights (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa). • You will be required to apply for and hold a current Working With Children Check. • Your primary work location will be the WEstJustice Footscray Branch but may be required to work from the Werribee or Sunshine Branches, or other locations as directed from time to time. • You will be required to travel independently to, and work from, other regional and metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time. • WEstjustice is committed to providing a working environment without risk to the health of employees under the Occupational Health and Safety Act 2004 (Vic). The successful candidate will need to provide proof that they have been vaccinated against COVID-19 or have an exemption. Acceptable evidence includes: <ul style="list-style-type: none"> • COVID-19 digital certificate (available via your myGov account); • Your immunisation history statement (available via your myGov account); or • A letter from the GP who vaccinated you or provided your exemption. <p><i>WEstjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. WEstjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at https://www.westjustice.org.au/aboutus.</i></p>
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*Last Reviewed: January 2022
Next Review: January 2023*