

Position description

Position title	Board Support Coordinator
Position number	200199
Classification level	C
Group	Office of the Chief Executive
Reports to	Company Secretary
Location	1010 La Trobe Street, Docklands
Date	April 2024
Tenure	Permanent full time

Our organisation

VicTrack is the custodial owner of Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

Our business groups

Our business is made up of three specialist delivery groups – Property, Project Delivery and Telecommunications – supported by Corporate Services, Strategy & Transformation and the Office of the Chief Executive.

Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

Dimensions

Reporting relationships

The Board Support Coordinator reports directly to the Company Secretary.

Key relationships

Board, Chief Executive, Executive Team, Company Secretary, Senior Leadership Team and Executive Assistants.

Budget

N/A

Purpose of the position

To assist in the provision of the Company Secretariat and general governance services to VicTrack and its subsidiary companies so that the Board, Board Committee and Advisory Group members receive the support necessary for them to discharge their duties accurately and efficiently.

Key accountabilities/functions

Under the guidance of the Assistant Company Secretary or Company Secretary, provide effective support to the Company Secretariat Team to ensure that the administrative functions associated with Company Secretariat function are discharged effectively and smoothly including:

- taking responsibility for the end-to-end planning and execution of all aspects of Board and Board Committee meetings including preparing and managing high level communications and correspondence with Directors and liaising with Directors and Executive team to coordinate meeting calendars.
- contributing to the timely and accurate production of Board and Board Committee meeting materials through:
 - the preparation of an initial draft meeting agenda, meeting running sheet, all standing administrative papers and conducting a conflict-of-interest review of meeting materials prior to their release
 - the management of timely submission and quality proofing of Board and Board Committee papers from various VicTrack business units
 - the production of meeting materials on VicTrack's Board Portal.
- attending Board and/or Board Committee meetings when required to coordinate meeting activities, taking notes and assisting with drafting and/or reviewing of meeting minutes
- taking responsibility for the management of VicTrack's Board Portal and the Company Secretariat Team's intranet page content, ensuring that information housed is kept up to date
- developing and maintaining policies, procedures and other required documentation as required and being responsible for the oversight and accuracy of the Gifts Benefits & Hospitality Registers for annual auditing and publication
- ensuring that all Company Secretariat records, statutory and other registers, corporate files and Board and Board Committee meeting records are securely stored both within VicTrack's primary records management and the Board Portal as applicable
- partnering with the Company Secretary and Assistant Company Secretary on facilitating Board Directors' and non-director Board Committee Members' renewals and inductions
- executing all required statutory filings for subsidiary entities
- contributing to the assessment of the risks, benefits and opportunities of new processes or other projects; determining execution options; and leading the execution of allocated projects to ensure that continual business improvement is occurring
- performing other duties as directed by the Assistant Company Secretary or the Company Secretary.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

Individual attributes

Qualifications

- Studying towards, or the completion of, the Governance Institutes' Certificate in Governance Practice, Certificate in Governance and Risk Management or Graduate Diploma in Applied Corporate Governance would be highly desirable.

Knowledge and experience

- Demonstrated experience within a corporate secretariat environment.
- Experience in leading the preparation of meeting paper template meeting papers; reviewing of Board and/or Board Committee papers for layout, spelling and grammar; coordinating the preparation and dissemination of meeting materials; and coordinating the calling of meetings.
- Demonstrated experience in interacting with Directors and/or Board Committee members and Executive.
- Demonstrated experience in the execution of regulatory filings with ASIC.
- Experience in managing the process of statutory and other registers and records.
- Experience in operating or maintaining Board portals.
- Demonstrated experience in contributing to the delivery of project work and continuous improvement in operating processes, procedures and systems.

Skills

- Ability to manage conflicting timelines and stakeholder demands.
- Excellent written and verbal communication skills.
- Ability to generate ideas and demonstrate initiative.
- Ability to assess situations and make sound judgements.
- Exceptional planning and organisational skills.
- Proficiency in Microsoft Office skills including Outlook, Word, Excel, Powerpoint and Acrobat Professional a must.
- Proficient in use of Board Portals with a preference towards Diligent.

Personal attributes

- Capable of engaging and collaborating with various levels of the organisation, while maintaining a considerable degree of autonomy.
- An appreciation of the sensitivity of information exposed to and the absolute requirement to maintain confidentiality at all times.
- Attention to detail is a must.
- Operational excellence.
- Consistently embody a professional demeanour and approach in all interactions.
- Collaborative in approach to achieving outcomes.
- Eager to expand knowledge and skills, including the pursuit of additional education if required.

Interpersonal and other features

Internal relationships

- Company Secretariat Team
- VicTrack Executive General Managers, Group Managers and Executive Assistants

External relationships

- Directors
- Committee Members
- ASIC