

## POSITION DESCRIPTION (Incl. Duty Statement and Selection Criteria)

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| <b>Position Title:</b> | <b>Company Secretary</b>   |
| <b>Appointment:</b>    | Part-time (36 days per year), 12 month fixed-term employment contract  |
| <b>Location:</b>       | Canberra, ACT 2600   |
| <b>Reporting to:</b>   | CEO, Board Chair   |
| <b>Direct reports:</b> | No direct reports  |
| <b>Remuneration:</b>   | \$18,400 pa (including 15% superannuation)<br>As a registered charity, ACOLA offers generous salary sacrifice opportunities. |
| <b>PD Updated:</b>     | November 2021  |

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### About ACOLA

At a time of increasing multitudes of information and dis/misinformation sources, access to trusted expert advice has been crucial to instil confidence and provide clarity in times of uncertainty and support good policy. With a legacy spanning over five decades, the Australian Council of Learned Academies' (ACOLA) purpose is, and does, uniquely respond to this:

*Advising Australia: advancing discussions on complex issues through trusted, independent, and interdisciplinary, evidence-based advice."*

Through our members, Australia's five Learned Academies, ACOLA has the convening power of over 3,500 of Australia's leading academic and industry experts spanning science, the humanities, social science, health and medical sciences, and technology and engineering. This powerful resource allows ACOLA to be the key independent academic and thought leadership organisation to deliver comprehensive and interdisciplinary evidence-based advice to clarify context and evidence, shape public policy, inspire innovation and deliver solutions to complex issues.

ACOLA is an established Australian Research Institute, as approved by the Australian Department of Education, Skills and Employment, a registered charity with the Australian Charities and Not-for-profits Commission (ACNC) and holds Deductible Gift Recipient status with the Australian Taxation Office.

Our office and CEO are based in Canberra, however, our small number of staff work remotely in various locations.

### Role of the Company Secretary

The Company Secretary is responsible for providing secretarial support to the Chair of the Board and the CEO. The Company Secretary will work closely with both the CEO, and the Chair of the Board in managing the full Board process, including setting of meetings, the preparation and dissemination of meeting papers, meeting attendance, and record keeping ensuring corporate compliance.

### Key Duties

- Responsible for ASIC and ACNC lodgements and reporting
- Support a Board of 6 Directors (the Presidents of the 5 Learned Academies and the CEO)
- Provide effective governance and compliance support to the Board, Audit Committee and CEO
- Attendance and secretarial support to the Board; meets 3 times a year (currently, meetings are virtual, and for up to 2 hours each)
- Provide secretarial support to the Audit, Finance and Risk Committee, which meets 3 times a year (currently, meetings are virtual but will be face to face in Canberra when possible, and for up to 1.5 hours each)
- Provide secretarial support to the Research Committee, which meets once a year (currently meetings are virtual, and for about 1 hour)

## Responsibilities

- Managing board processes including meetings, documentation and records
- Expertise and responsibility for corporate governance requirements including advising the Board of regulatory changes and responsibility for statutory obligations.
- Managing the Board and Audit and Research committees' SharePoint sites and working with the Chair/CEO on induction of directors
- Leadership guidance, technical support and advice to the Board and CEO
- Manage reviews and updating of organisation policies.

## Key attributes, skills and experience

### *Qualifications*

- Tertiary qualifications, graduated or enrolled in the Grad Dip of Applied Corporate Governance Course with the Governance Institute

### *Required skills and experience:*

- Experience in a Board or company secretary role
- Exceptional communication and interpersonal skills
- Strategic thinking skills
- Innovative, ethical, and forward-thinking mindset
- Excellent time management and prioritisation skills, including the capacity to work to tight deadlines, and a demonstrated ability to work both autonomously and in a small team.

### *Desirable skills and experience*

- A minimum of 5-years' experience in relevant roles.
- A general knowledge and understanding of research and policy issues.

## Benefits and culture

- Opportunities to meet and engage with Australia's leading minds, including opportunities to attend briefings and seminars on a range of emerging technologies and critical issues ACOLA and its members are progressing.
- Remuneration of up to \$18,400 pa, inclusive of 15% superannuation
- As a registered charity for tax purposes, ACOLA employees can access attractive salary packaging opportunities, including mortgage payments, rent, meals and entertainment.

## Other role related information

- Time commitment is 36 days per year, nominally 1 day a month, with additional days around each meeting for preparations and recording requirements.
- Applicants must have permission to work in Australia
- Interstate travel may be required from time to time.
- Occasional out of office hours work may be required.

## Application process

To apply for this role please submit your application by email to [connect@acola.org.au](mailto:connect@acola.org.au) by 5pm, 12 November 2021.

Applications should include: a cover letter (1 page), a statement of claims that respond to the selection criteria and why you are passionate about the role with ACOLA (2 pages max), and a CV with contact details for at least two referees.

To discuss your interest in the role please contact ACOLA's CEO, Ryan Winn by email ([connect@acola.org.au](mailto:connect@acola.org.au)) or by phone during business hours (0484 814 040)