

**POSITION DESCRIPTION**  
**Board Governance Officer**  
**Part-time (0.5 FTE)**  
**(1 September 2019 – 30 June 2020)**

**DATE APPROVED**            July 2019

**POSITION CONTEXT**

Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. Its mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities, building partnerships, and engaging the community to challenge attitudes and myths about women with disabilities. WDV communicates with community organisations and government about the critical issues affecting women with disabilities.

**EMPLOYMENT CONDITIONS**

Position Title:            Board Governance Officer  
Classification:            Women's Health Victoria Enterprise Agreement 2007, Level 3  
Salary:                      \$57,542 - \$65,315 per annum pro rata, plus superannuation and salary packaging  
Hours of Work:            38 hours per fortnight (.5 FTE) to be worked over Monday to Thursday. Some evening and occasional weekend work may be required.  
Tenure:                      This position is for 10 months from 1 September 2019 – 30 June 2020 and may be extended.  
Conditions:                A police check is required to undertake the duties in this position.  
Position Location:        WDV office at Level 9, 255 Bourke St., Melbourne.

**Probity & Compliance Requirements:**

- Current consent to check and release National Police Record with a satisfactory outcome
- Current consent to undertake and release a working with children check
- Must possess Australian Citizenship or permanent resident status with applicable work visa
- WDV is a smoke free workplace
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the purpose of promoting or realizing substantive equality for women and women with disabilities

## **POSITION OBJECTIVES**

The key objectives of the position are:

- To coordinate and support the administrative requirements and compliance obligations of the WDV Board and its Committees.
- To support the Chief Executive Officer to implement the strategic directions of the WDV Board.

## **KEY RESPONSIBILITIES**

### **Governance Administration:**

- Prepare and distribute Board and Committee meeting agenda, papers and minutes.
- Coordinate tracking and progress reporting of Board and Committee action items and resolutions.
- Maintain Board resources, including manuals, policies, procedures and induction materials.
- Maintain accurate Board and director records and registers of interest.
- Coordinate Board and Committee meetings, including room bookings, catering, and coordination of accessibility supports.
- Assist in the organisation of Board-related events, including the Annual General Meeting, Members Lunch and strategic planning activities.
- Coordinate statutory and other compliance obligations of behalf of the Board as directed as directed by the CEO and General Manager.
- Liaise with WDV staff as required under as directed by the CEO or General Manager.
- Respond to Board director inquiries as directed by the CEO and General Manager.

### **General Responsibilities**

The following responsibilities are required to be carried out and apply to all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- Provide verbal and written reports and activities data as appropriate
- Active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- Work within organisational policies, procedures and Enterprise Agreement
- Undertake other duties as directed within each person's scope and abilities
- Health safety & wellbeing requirements:
  - I. Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors
  - II. Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture
  - III. Follow OHS standards and raise any concerns in the appropriate manner

## **ORGANISATIONAL RELATIONSHIPS**

- Contribute to the development and maintenance of a positive and supportive organisational culture on a day to day basis.
- Contribute to decision making processes on a day to day basis.
- Work collaboratively with all members of the WDV staff and Board.

## **ACCOUNTABILITY**

The Board Governance Officer will:

- work on a day-to-day basis to the General Manager and Chief Executive Officer on all matters which concern the WDV Board and committees;
- be responsible for ensuring that all Board-related communications and deadlines are met on behalf of the Chief Executive Officer.

## **KEY SELECTION CRITERIA**

### **Mandatory**

- Relevant qualifications and/or at least three years' experience in Board Governance or equivalent role
- Experience in a not-for-profit environment
- At least three years' Intermediate to Advanced skills in Microsoft Office, in particular Word, Outlook and Excel and PowerPoint, as well as familiarity with Office 365 applications.
- Excellent planning and organisational skills, including the ability to prioritise competing tasks
- Ability to take initiative and work independently whilst at the same time working collaboratively and accountably.
- Ability to solve problems creatively and give input openly and effectively
- Ability to communicate effectively and efficiently in both written and verbal form with both internal and external stakeholders, using sound judgement and appropriate levels of confidentiality
- A demonstrated commitment to the values and feminist principles underpinning WDV's approach

### **Highly Desirable**

- Lived experience of disability
- Experience establishing or administering web-based collaborative team platforms such as SharePoint, Diligent or similar applications.

**POSITION CLASSIFICATION:** Level 3 (WHV EBA 2007 descriptors)

### **Definitions:**

- I. Work is likely to be under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the management and output of the individual and for a defined function may be involved. The work of others may be supervised or teams guided or facilitated.
- II. Work involves the exercise of a degree of autonomy and may involve the control of projects or programmes. Solutions to problems can generally be found in documented

techniques, precedents and guidelines or instructions. Assistance is available when required.

- III. Competency at this level involves the self-directed development of knowledge with broad knowledge across a number of areas and/or mastery of a specialised area with a range of skills.
- IV. Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes.

**Competencies:**

- I. Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- II. Ability to set individual work area objectives and clarify client needs and expected results. The people, funds, materials and equipment needed to carry out this work are identified and set down in an action plan.
- III. Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- IV. Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
- V. Ability to identify, gather, analyse and apply information to achieve goals of the work area. Ability to present information in a way which is understandable to an audience and identifies options and recommends appropriate action.
- VI. Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- VII. Ability to achieve personal goals in the workplace and career progression. Feedback is sought on work performance and strategies for improvement are implemented. Honest and ethical behaviour is applied with clients and colleagues.

**PD Date of approval:** July 2019