Position Description

<table>
<thead>
<tr>
<th>Position</th>
<th>Company Secretary (part time)</th>
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<tbody>
<tr>
<td>Location</td>
<td>Heatherton</td>
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<tr>
<td>Reports to</td>
<td>SEMPHN Board Chair and Chief Executive Officer (operational matters)</td>
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About South Eastern Melbourne PHN (SEMPHN)

We are one of six Primary Health Networks (PHNs) in Victoria, and 31 PHNs across Australia. There are around 1.5million residents in our catchment, which stretches from St Kilda to Sorrento, and as far east as Bunyip, including the major population hubs of Clayton, Dandenong, Moorabbin, Caulfield, Cranbourne, Frankston and Pakenham.

Reporting to an independent Board, we are a 'for-benefit' social enterprise working on behalf of the Federal Government to improve local health care. We want everyone in our community to be able to access the right care, in the right place, at the right time.

We are working to achieve this goal by improving access to existing services, commissioning new services to improve health outcomes, and encouraging GPs and others to innovate and further improve local health care.

The Federal Government has identified seven priority areas for improvement and innovation for primary health:

- Mental health
- Alcohol and Other Drugs
- Aboriginal and Torres Strait Islander Health
- Aged care
- Population health
- Health workforce development
- Digital health.

We are well on track for our deadlines of commissioning services and you might be interested to know that SEMPHN has been identified as one of the 10 PHN lead sites to champion mental health reforms and trial innovative service models.

SEMPHN is also recognised as a Gold accredited Mental Health First Aid Australia Skilled Workplace.

Our Values

SEMPHNs values are at the heart of our work and shape what we do and how we do it.

Our values are Collaboration; Community; Accountability; Respect; Excellence; and Solution focused.

All SEMPHN representatives are required to understand these organisational values, integrate the values into their work and demonstrate behaviours which reflect these values.
Job Summary

The Company Secretary will perform the duties and responsibilities as required by the Corporations Act (CA), SEMPHN’s Constitution and any other applicable relevant legislation or regulations. The Company Secretary will ensure that at all times SEMPHN complies with its statutory obligations.

The Company Secretary will take direction from the Board in relation to governance and meeting actions and the Chief Executive Officer in relation to day to day matters. The Company Secretary will at all times provide prompt and courteous communication with SEMPHN Board members; Committee and Council members; the Chief Executive Officer and other stakeholders.

Key Responsibilities

Governance Support

- Ensure a high level of corporate governance support is provided to the Board and the Chief Executive Officer and address any governance related activities as they arise.
- Maintain statutory registers; records; returns and ensure compliance with the ‘continuous disclosure’ requirements.
- Arrange and coordinate Board meetings including agendas; preparation of agendas and action lists; development of governance related papers; minute taking etc.
- Initiate and undertake action to give practical effect to decisions made by the Board and the Chief Executive Officer.
- Assist the Chairman and Board in the conduct of meetings and their directorial and governance obligations and responsibilities.
- Establish and implement a timetable of corporate actions required during the year that support the Board’s functions.

Team Membership

- Promote, and maintain a positive and collaborative work environment.
- Maintain effective relationships with internal and external stakeholders.

Engagement

- Successfully manage key internal and external stakeholder relationships to support the achievement of goals and to ensure the smooth functioning of the Board.
- At all times represent the Board & CEO’s office to the highest professional standards.

Quality

- As required, actively participate in, and contribute to a continuous culture of workplace quality improvement activities.
- Comply with all relevant legislation, regulations, and professional standards.

Workplace Health and Safety

- Take reasonable care for own health and safety.
- Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses.
- Comply with all reasonable instruction of their manager/ supervisor to safeguard their health and safety.
- Cooperate with any reasonable SEMPHN’s policies and/or procedures including the reporting of OH&S hazards or incidents.
Key Relationships

Internal

- SEMPHN Board and sub committees; Chief Executive and the office of the Chief Executive.
- SEMPHN Board and Board cub-committees.

External

- ACNC, other regulators and key stakeholders as required.

Key Selection Criteria

Qualifications

- Tertiary qualifications in a relevant discipline including law, accounting or business, and relevant Company Secretary experience.

Skills, Knowledge and Experience

- Demonstrated experience providing executive support to Boards / Board Committees.
- An understanding of the not-for-profit sector.
- Good knowledge and understanding of governance, regulatory and compliance requirements practices.
- Well-developed interpersonal skills.
- Well-developed organisational skills and a pragmatic approach to seeking solutions to issues that arise.
- Proven ability to exercise discretion in dealing with confidential or sensitive matters.

Other

- A demonstrable commitment to SEMPHN organisational values.
- A National Police Check and Working with Children Check is required.
- All SEMPHN representatives must take reasonable care for their own health and safety and others.
- All SEMPHN representatives must be permanent residents of Australia or hold a valid employment visa.
- A current Victorian Driver’s License is required.
- All SEMPHN representatives must abide by SEMPHN policies and procedures as varied from time to time.
- SEMPHN is committed to equal opportunity employment.