

POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

GOVERNANCE ADMINISTRATOR

Location: Melbourne CBD

Reports to: Chief Governance Officer

Supervises: Nil

CHL Capability Band: 2

Primary Purpose:	Community Housing Limited (CHL) operates in the highly regulated profit-for-purpose community housing space in Australia and overseas. This role will provide a hands-on opportunity to assist the CHL's Governance team to ensure CHL meets governance best practice, while remaining compliant with legal and corporate requirements.
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and supporting CHL's values, vision and goals. Staff in this role are expected to assume a positive and balanced approach to work. This includes actively working towards a healthy and respectful environment free from harassment and discrimination.
Work Health & Safety	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
Responsibilities:	<p>Governance Administrator responsibilities including working closely with and assisting CHL's Chief Governance Officer (CGO) and Group Company Secretary (GCS) to:</p> <ol style="list-style-type: none"> 1. Draft and identify improvements to Governance Policies and Procedures to ensure CHL is compliant with all legal and statutory requirements in all jurisdictions and complies with industry best practices. 2. Assist with Governance improvement initiatives. 3. Assist with general, Board, Committee and Executives meetings and functions including scheduling, preparation and of agendas, papers and minutes. 4. Research and provide summary information to Executive and Board. 5. Maintain various registers and documentation for use by the Boards, Committees, and Executives. 6. Maintain and support the policy administration framework. 7. Assist maintaining contract and governance documents and registers 8. Assist managing compliance with local, state, and federal government requirements and filings. 9. Provide additional support to wider Governance team (including across legal, risk and compliance functions) and organisation as required.
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • Strong written and verbal communication skills (required) • Tertiary qualification in law or similar (preferred) • Prior work experience in legal, governance, commercial or non-for-profit setting (preferred) • Sensitivity and understanding of issues affecting Indigenous people, socially disadvantaged groups including homeless people, people with special needs/disabilities, and people from a non-English speaking background • Commitment to the right of every person to good quality housing • Satisfactory Police Check

<p>Key Capabilities:</p>	<ul style="list-style-type: none"> • Resilience- Role models responding to day to day problems and achieving work outcomes in positive way. • Continuous improvement- Respond proactively to a continuous improvement environment and changing circumstances and adjusts activities when necessary. • Strategic thinking- Understand the work environment and contributes to the development of plans, strategies and team goals. • Teamwork- Offer constructive feedback and provides balanced and informed perspectives at team meetings. • Communication- Confidently present messages in a clear, concise and articulate manner using the most appropriate medium. • Negotiation and influence- Approach negotiations with a strong grasp of the key issues, focuses discussion on the desired objectives and ensures negotiations remain professional. • Proactive- Create opportunities and minimises potential problems by anticipating and preparing in advance. • Integrity- Champion adherence to CHL's standards, promoting a culture of integrity and professionalism. • Professionalism and accountability- Accept responsibility for actions of staff and teams under area of authority and ensures there are systems in place to establish and measure accountabilities. Integrates professional expertise throughout CHL and shares own expertise to improve performance and delivery of outcomes. • Risk management- historical political, and broader context to inform and mitigate risk.
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