

# Position Description Governance Officer – Executive Services.

## POSITION DETAILS

<b>Department / Team:</b> Executive Services	<b>Reports to (title):</b> Director, Board and Executive Services
<b># Direct Reports:</b> Nil	<b># Indirect Reports:</b> Nil
<b>Location:</b> Brisbane	<b>Salary Banding:</b> AO6

## THE CROSS RIVER RAIL PROJECT

Cross River Rail will transform the way we travel to, from and through Brisbane in the future. It is a catalyst for wider rail transformation underway across the South East Queensland and it is already playing a key role in how we prepare for the 2032 Olympic and Paralympic Games.

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD, with four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street. The Cross River Rail Delivery Authority is also tasked with multiple supporting projects and activities, including accessibility rebuilds for eight surface stations, construction of three new stations on the Gold Coast, upgrades for stabling yards, track works and surface rail enhancements, and the introduction of a new world-class digital train signalling system.

Further Information: [www.crossriversrail.qld.gov.au](http://www.crossriversrail.qld.gov.au)

## OUR VALUES AND BEHAVIOURS



### WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curios, asking questions to understand.
- We work through issues together and help each other.



### WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks.



### WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project, learn improve.

## ROLE OVERVIEW

The purpose of this position is to provide high level, effective and confidential support for the Cross River Rail Delivery Board, the Finance, Audit and Risk Management Committee (FARMC), the Executive Management Team (EMT), and regular Ministerial briefings.

Reporting to the Director Board and Executive Services, the role contributes to the implementation of best practice corporate governance ensuring compliance with legislative requirements for our corporate governance bodies. The role contributes to the provision of timely and accurate information and reports, and efficient secretariat support by coordinating meeting papers and presentations and facilitating meetings.

## KEY RESPONSIBILITIES

- Work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.
- Contribute to a culture based on good governance, commitment to excellence and a high standard of professional ethics ensuring that the Delivery Authority operates in an environment based on high transparency, open communication, consultation and trust.
- Coordinate meetings, agenda and reporting for the Delivery Authority's key corporate governance bodies.
- Contribute to the effective implementation of governance and assurance frameworks for corporate governance bodies including membership, charters, agendas, meeting records, minutes, action logs, decision registers, and timely implementation of actions.
- Prepare and review content for the Cross River Rail Delivery Authority Monthly Report and regular reports to the Minister, FARMC, and the State Representative under the Delivery Management Framework Deed to ensure consistency of information and accuracy of data.
- Liaise with a broad range of internal and external stakeholders by building positive working relationships and providing customer-focussed support.
- Assist governance body members with access requests and issues resolution for Convene, the meeting management software used by the Delivery Authority.
- Assist with administration of corporate governance activities including probity requests, declarations, and other associated duties.
- Review and prepare high quality correspondence including external briefing requests and executive level briefings in line with procedures, style guides and writing protocols.
- Maintain records in compliance with recordkeeping legislation and records management best practice.
- Work effectively and collaboratively within a team environment to meet deadlines and establish work priorities to maximise efficiency.
- Work outside business hours on weekends and public holidays may be required.

## KEY COMPETENCIES

- Demonstrated experience in a similar role within a complex project environment.
- Strong organisational and time management skills.
- Demonstrated ability to manage work priorities, meet deadlines and work effectively and adapt to changing circumstances and priorities.
- Excellent written and oral communication skills.

- High level of attention to detail to produce accurate, concise, and grammatically correct documents that adhere to set standards.
- Ability to build and maintain strong and effective working relationships with internal and external stakeholders.
- Sound judgement and high levels of personal integrity, sensitivity, confidentiality, and discretion.
- Ability to monitor and evaluate systems and processes to ensure the effective management and workflow of reports, meeting papers, correspondence and governance documents.
- Strong computer literacy, including advanced Microsoft Office suite skills.
- Understanding of board reporting cycles and legislative requirements.
- A positive, flexible, and adaptable attitude.