

Board and Legal Practice Coordinator



The purpose of this position

The **purpose** of the position is to support the effective functioning of board and legal operations, ensuring administrative and governance processes run smoothly and efficiently. It plays a critical role in enabling Board Directors and the Legal & Corporate Governance team to operate effectively by managing complex logistics, coordinating governance documentation, and fostering strong stakeholder relationships.

About the position

- This position is within Office of the CEO directorate.
- It's part of the Legal & Corporate Governance team.
- This position **reports to** the Governance & Sustainability Manager and Assistant Company Secretary.
- This position allows for flexibility.
- ☐ The position leads a team.
- The position is designated Band 6 under the ***Schedule of Authorities and Delegations***.
- The position is a: ☐ Budget holder ☐ Has designated revenue or billing targets.
- This position maybe advertised externally as Board and Legal Practice Coordinator.

Key areas of responsibility

- *Executive support to the Group Company Secretary & Group General Counsel.*
 - Provide high-level calendar and travel coordination.
 - Manage expenses and logistics with discretion and accuracy.
 - Anticipate needs and proactively support executive priorities.
- *Board Support and Coordination*
 - Coordinate logistics for Board and Committee meetings, including scheduling, travel, site visits, and events.
 - Prepare and review agendas and Board papers, ensuring accuracy, compliance, and timely submission through platforms such as Diligent.
 - Maintain governance calendars and support cyclical activities such as evaluations, inductions, and training.
 - Assist with onboarding new Directors, including probity checks and legal documentation.
 - Provide in-person support on meeting days and general assistance to Chairs and Directors.
 - Oversee member engagement and communication and build trusted relationships with Board members and other external stakeholders, to enable effective engagement and influence outcomes.
 - Support program of Board and Board Director activities and corporate administration including monitoring of probity and screening checks, maintenance of documentation and advancement of reporting.
- *Legal & Corporate Governance Team Coordination*
 - Optimise and manage legal team operations by reviewing processes, systems and procedures to ensure efficiency and effectiveness.

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- Monitor suite of inboxes and registers for incoming communication and advance correspondence ensuring timely communication and follow-up.
- Manage subpoena requests, ensuring timely allocation and response.
- Data analysis for reporting purposes.
- Collate and advance invoices and payments in compliance with finance procedures.
- Assist with governance and legal ad hoc projects, initiatives and matters.

Key outcomes

When things are going well, we would expect to see these outcomes:

- We have effective member, Board and Committee meeting preparation.
- Screening and probity checks are, always, current.
- Constructive and effective relationships built with internal and external stakeholders.

Key capabilities

Essential criteria

- Based in Sydney.
- Preferable to have Diligent experience.
- Minimum two years' experience in a legal secretariat or board-related role.
- Ability to build constructive relationships with internal and external stakeholders.
- Strong verbal and written communications skills.
- Strong personal time management skills.
- Ability to be proactive, multitask, prioritise and meet deadlines (including supporting multiple stakeholders).
- Maintaining accuracy and attention to detail.
- Maintain confidentiality, diplomacy and apply sound judgment.
- Exercise independent thinking and initiative whilst having a collaborative attitude to deliver timely, relevant and effective results.
- Knowledge or willingness to learn the diverse range of businesses and areas of law applicable to The Benevolent Society.
- Proactive and creative – anticipates needs and issues and proactively recommends solutions and their implementation.

People who know this position say that

People who know this position say the things that might make your day are:

- Effective relationships are with the Group General Counsel and Group Company Secretary, Manager, Corporate Governance and Sustainability and Assistant Company Secretary, the Board and Executives.
- Contributing meaningfully and being part of a proactive and high performing Legal and Corporate Governance team.

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People who know this position say some key challenges you might experience are:

- Proactively managing multiple competing priorities in a very small team.
- Managing stakeholder expectations within available resources.
- Working with internal stakeholders who are in similar circumstances.

Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:

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| ☒ Overnight travel/stays. | ☒ Weekend work. |
| ☒ Travel between office locations/regions. | ☒ Evening work. |
| ☐ Travel to clients (varied locations). | ☒ Special event support. |
| ☐ Use of own registered, insured (comprehensive) motor vehicle. | |
| ☐ Use of TBS pool cars. | |

Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Chair and Directors
- CEO and Executives, Office of the CEO
- Legal and Corporate Governance team members
- Privacy Committee and individual committee members
- National Office and Service Delivery staff

Outside The Benevolent Society:

- Sector peers
- Law firms and community legal centres