

## Position Description

<b>Position Title:</b>	Secretariat and Governance Officer
<b>Business Area:</b>	Governance & Reporting
<b>Employment Status:</b>	Temporary full time
<b>Location:</b>	Brisbane
<b>Duration:</b>	Until March 2025
<b>Classification:</b>	AO6
<b>Annualised Salary:</b>	\$105,977 - \$113,167
<b>Contact:</b>	careers@crrda.org.au

### The Cross River Rail Project:

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and that will transform the way we travel across the whole of South East Queensland.

It will include four new underground stations through the middle of Brisbane, provide a new above-ground station at the RNA Showgrounds, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signalling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads

More than just a rail project, Cross River Rail also presents opportunities for urban renewal and precinct development at each of its major station locations, including Boggo Road, Woolloongabba, Albert Street and Roma Street.

Major construction of Cross River Rail commenced in 2019 and first services are expected to operate within 2025.

For further information visit our website at [www.crossriversrail.qld.gov.au](http://www.crossriversrail.qld.gov.au)

### Role Overview:

The Secretariat and Governance Officer role is fast-paced and is an exciting opportunity to collaborate, enhance and provide senior executive level secretariat support, reporting, coordination and distribution activities for the Delivery Authority's governance forums.

The role has responsibility for maintaining key reporting, managing the flow of information and approvals between units and decision-makers, analysing and collating reports required by the governance forums to monitor performance and identifying and developing initiatives to improve secretariat support.

The position forms part of the Governance & Reporting team and reports to the Assistant Governance and Reporting Director.

## **Key Responsibilities:**

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- Coordination and distribution activities for all governance forum requirements within required timelines, while ensuring accuracy, high quality and integrity.
- Provide coordination, secretariat and reporting requirements for several of the Delivery Authority's key governance forums, including but not limited to Board meetings, and Committee meetings to support informed decision-making.
- Preparation of high-quality Board Packs including agendas, briefing notes, board papers, minutes and actions, memoranda and submissions relating to key activities undertaken by the Program Delivery, while maintaining discretion and confidentiality with sensitive material and information.
- Contribute to the collation and preparation of timely and relevant reports, briefings, presentations, and information papers to ensure reporting and governance documentation is produced within set timelines while also ensuring the accuracy, quality and integrity.
- Collaborate internally and externally to enable streamlined processes which supports the effective flow of information between stakeholders.
- Maintenance of registers, (minutes register, action register).
- Assist with identifying and developing improved governance and reporting processes and procedures within the Delivery Authority.
- Create clear, cohesive and transparent governance records, through well-prepared information, ensuring appropriate records are maintained.
- Support the Governance and Reporting Director with other duties as required.

## **Key competencies**

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The successful candidate will be able to demonstrate the following key competencies:

- Proven experience in providing high level secretariat support to several governance entities including reporting, meeting coordination, minute taking, and submission requirements.
- Comprehensive understanding of corporate governance frameworks, for governance entities including the ability to identify, develop and implement new and improved procedures and processes.
- Possess strong relationship building and stakeholder engagement skills, including the ability to influence in order to achieve outcomes effectively.
- Have exceptional organisational, time management and prioritisation skills, with strong analytical, written and verbal skills; including the ability to prepare committee material.
- High level of proficiency with Microsoft Office suite including document editing, formatting of external documents to project standards. Experience using document management sharing tools would be well regarded.

## **How to apply:**

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Please provide the following information for the selection panel to assess your suitability for this role:

- A one to two page cover letter addressing the key competencies section.
- Your CV or resume.

## Additional information

- Work outside of normal business hours, on weekends and public holidays may be required.
- A criminal history and/or integrity check may be initiated on the preferred applicant.
- Applications will remain current for a period of up to 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary; full time or part time).
- To be appointed to a position, you must be: an Australian citizen, have permanent residency status or have a visa permitting you to work permanently in Australia. You are required to provide evidence in the form of a scanned copy of your passport, birth certificate or document from Immigration confirming your residency.
- All newly appointed employees to the Queensland public sector are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years.
- The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment.
- Probationary periods apply to all new employees.
- Applications from recruitment agencies will not be accepted.
- The Delivery Authority requires personal information and documents relevant to your employment. The collection and handling of this information will be consistent with the requirements of relevant privacy legislation.
- All employees are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the Delivery Authority.
- Employees are required to acknowledge they understand and abide by their obligations under the Delivery Authority Code of Conduct and agree to align their professional conduct to these obligations.
- The Delivery Authority abides by the Queensland Employment Standards outlined in the *Industrial Relations Act 2016*.