

## Position Description

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<b>Job Title:</b>	<b>Executive Officer</b>
<b>Level:</b>	Executive
<b>Business Group:</b>	<b>Executive Team</b>
<b>Responsible to:</b>	Chief Executive Officer (CEO)
<b>Location:</b>	UNSW Campus, Kensington
<b>Date Revised:</b>	August 2020 (v1.0)

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### **PRIMARY OBJECTIVE**

The Executive Officer provides strategic guidance, high-level support and advice to the CEO, helps strengthen accountability and relationships with key internal and external stakeholders and coordinates and manages Arc projects.

The Executive Officer also leads all administrative functions of Arc@UNSW Limited (Arc) including the joint role of Company Secretary and overseeing reporting processes for the Board of Directors, SRC, PGC, Executive Team and major working groups Ensuring Arc is operating in a professional and corporate manner and that Arc's Corporate Governance and Constitutional functions are operating efficiently and effectively to support the ideals and values of the members of Arc.

In conjunction with the CEO and the Executive Team, the Executive Officer plays a pivotal role in driving continuous improvement and ensuring a high performing, disciplined culture exists within all areas of Arc.

### **ORGANISATIONAL CONTEXT**

Arc is an incorporated company limited by guarantee and governed by a Board of Directors made up of 15 people. Arc is a voluntary student membership organisation which provides recreational, cultural, representational and retail services to students of the University of New South Wales (UNSW). The organisation operates as a commercial entity to maintain financial viability and to provide student services and programs for its Members.

The organisation operates on both of the UNSW Sydney campuses - Kensington and Paddington as well as providing services to students who study off campus. The organisation provides a full suite of service offerings and back office support for both the Kensington and Paddington campuses.

The day-to-day management of the organisation is performed by the CEO who reports to the Arc Board. The CEO is supported by the Executive Team who are accountable for the operations of the organisation at both campuses.

## **REPORTING RELATIONSHIPS**

The Executive Officer reports directly to the CEO and will have a close working relationship with the Board of Directors and the Executive Team.

### **Manager/s**

Chief Executive Officer (CEO)

### **Other Reports to Manager**

Director of Student Engagement

Director of Commercial Services

Head of Venue & Events

Head of Marketing

Director of Sales

### **Reporting to this Position:**

Board Administration

Casual positions on a needs basis.

## **KEY INTERNAL & EXTERNAL RELATIONSHIPS**

### Internal

- Arc Board of Directors
- Executive Team
- Student Councils
- All Departments within Arc

### External

- UNSW Executive and Administrative Staff
- Arc Members

## **POSITION DIMENSIONS**

Direct Reports: 1

Delegation: Financial delegation of up to \$5,000.

## **KEY TASKS & ACCOUNTABILITIES**

### **Executive Support (either directly or via delegation)**

- Provide high-quality executive and operational support, expert advice and logistical support to the Chief Executive Officer, this may include but not be limited to:
  - Managing the CEO's diary and appointments.
  - Managing incoming information and communication within the CEO's unit and where appropriate, determining a suitable course of action to be dealt with by Managers in other areas.
  - Attending meetings on behalf of the CEO.
  - Coordinating deadlines for the Executive Team for reports, briefs etc.
  - Liaising with a wide range of internal and external client groups on behalf of the CEO.
  - Maintaining effective working relationships with senior management, Arc Board Directors and other Arc staff to ensure that the CEO is kept fully informed of Arc issues and has access to relevant information.
  - Drafting reports/ presentations/ correspondence for the CEO and ensuring that all information is appropriately researched and analysed.
- Coordinate Executive Committee and Advisory Board meetings, including contributing to and preparation of agendas, strategic papers, actions and minutes.
- Coordinate and contribute to the timely delivery of high-quality strategic, operational and business plans, and reporting requirements.
- Manage new and ongoing projects, including undertaking research and implementing recommendations, along with preparing and circulating various reports, working papers, submissions and correspondence as required.
- Develop and lead internal communications systems to ensure consistent and effective information flows to and from key stakeholders.
- Establish and maintain highly collaborative relationships with internal and external stakeholders
- Draft briefing papers, background notes, presentations and speaking notes for meetings and events.
- Assist with financial management, as required.
- Cooperate with all health and safety policies and procedures and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

### **Company Secretary (either directly or via delegation)**

Perform the duties and responsibilities of a Company Secretary as required by the Corporations Act (CA), Arc's Constitution, the Australian Securities and Investments Commission (ASIC) and any and all other legislative bodies.

- Ensure that Arc complies with its statutory obligations under any relevant laws and regulations.
- Ensure the organisation and Board operates within the legal boundaries of the Constitution and Regulations.
- Ensure that at no time that the governance documents of the organisation are in conflict with each other.
- Statutory records:
  - maintain registers;
  - ensure requisite retention of documents and records.

- Ensure completion and lodgement of statutory forms/returns and reporting under the CA, ASIC and other relevant legislation/regulation, including:
  - half-yearly and annual accounts;
  - annual return;
  - change in Directors, secretaries.
- Board meetings:
  - arrange/co-ordinate;
  - set agenda;
  - compile and circulate papers to Directors prior to meetings;
  - take minutes;
  - initiate and direct action to give practical effect to decisions.
- Record declarations/conflicts of interest of Directors.
- Assist with/attend to signing of contracts and other documentation in connection with administrative matters.
- Ensure adherence with the Arc's Constitution.
- Carry out other functions, if any, required of the Company Secretary by the Constitution.
- Assist the Chair and Directors in the conduct of meetings and their directorial and governance obligations and responsibilities.

Carry out other duties related to the corporate administration of the Company:

- Establish a timetable of corporate actions required during the year pursuant to the CA.
- Annual/half-yearly accounts:
  - assist with compilation;
  - provide information for Directors' Reports & Notes;
  - ensure timely lodgement with ASIC/ASX.
- Annual report:
  - prepare sections covering ASIC/ASX requirements;
  - generally assist with compilation;
  - ensure timely lodgement with ASIC/ASX and arrange distribution to shareholders.
- General meetings:
  - arrange AGM (and any other extraordinary general meetings);
  - give due notice;
  - prepare agenda;
  - compile briefing notes for Chair to conduct meeting;
  - manage proxy votes, corporate representatives;
  - take minutes.

- Prepare a corporate governance/policy manual for Directors/ management.
- Member relations/enquiries.
- Assist with compilation and lodgement of quarterly and other periodic financial reports with the ASIC.
- Liaise with accountants, lawyers and other professional advisers in relation to various corporate matters.
- Other matters as reasonably required by the Directors from time to time.

#### **Student Councils**

- Day to day administrative “management” of student councils (SRC, PGC, SDC, IRC et al) including but not limited to:
  - expense approvals within budget;
  - paperwork required by Human Resources for receipt of honoraria;
  - scheduling of meetings;
  - transcription of meeting minutes.

## **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

### **SELECTION CRITERIA**

- Relevant tertiary qualifications combined with demonstrated management and administrative expertise and experience in a complex environment. Experience in higher education and projects (desirable).
- Highly developed analytical, problem-solving and organisational skills and a demonstrated ability to meet priorities, manage competing deadlines and use sound judgement in decision-making.
- Proven experience supporting committees and providing strategic advice, planning and reporting to senior management and demonstrated experience successfully managing projects through to completion, on time and on budget.
- Demonstrated high-level interpersonal and communication skills, both written and oral, including preparation of briefing papers and submissions, producing complex management documents and communicating complex technical concepts in non-technical language.
- Proven ability to develop and maintain effective relationships with key internal and external stakeholders and technical and non-technical staff and successfully build networks. • A high level of understanding of equal opportunity principles at a strategic planning level and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.
- Advanced level of computer literacy with excellent skills in Microsoft Office applications including Powerpoint
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
- Ability to liaise and work effectively with all levels of Management and the ability to work with multi-disciplinary teams and to interact successfully with students
- Demonstrated ability to provide professional services while maintaining a high degree of confidentiality and professional integrity by behaving ethically and responsibly;
- Knowledge of Workplace Health and Safety (WH&S) and Ethical Practice, along with the ability to apply these principles in the workplace.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.