

# POSITION DESCRIPTION



## Part A - Role Specification

<b>Role Title:</b>	Governance Officer	<b>Date last reviewed:</b>	August 2025
<b>Business Unit:</b>	Governance & Risk	<b>Department:</b>	Governance & Compliance
<b>Instrument:</b>	Salary Non-Award	<b>Classification:</b>	
<b>Cyber High Risk Role</b>	<b>No</b>		
<b>Role Reports to (role title):</b>	<b>Senior Manager Governance &amp; Compliance</b>		
<b>Direct Reports (role titles):</b>	Not applicable		

### Unique Value Add *(Succinct statement of why the role exists; the purpose)*

Provide support to the RAA Governance Team, Company Secretary, Board of Directors and Executive Leadership Team with the functioning of the RAA Board and Board Committees and delivery of annual governance processes.

### Health and Safety Accountabilities

- Takes personal responsibility for their own safety and that of others and ensures their work environment and practices are safe.
- Perform their duties in accordance with the RAA Work Health and Safety and Injury Management Roles and Responsibilities Procedure specific to the defined level of work.

### Risk, Privacy and Security Accountabilities

- Takes personal responsibility to manage and mitigate risks (including but not limited to, security, cyber and privacy risks) and that of others and support the integration of risk management into activities at RAA, and support decision making.
- Perform their duties in accordance with the RAA's Risk Management Framework

### Key Result Areas

<b>KRA</b>	<b>Accountabilities (3 - 5 key accountabilities per KRA)</b>
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1. Board and Board Committee Support	<ul style="list-style-type: none"> <li>• Schedule and coordinate meetings</li> <li>• Prepare and distribute meeting documentation (including agendas, meeting packs)</li> <li>• Ensure that sign off is received for all Board and Committee papers and agreed quality components are met</li> <li>• Take minutes of meetings (or assist to design minute templates for other team members to take minutes) including ensuring accuracy as required via consultation with relevant subject matter experts and coordination of sign off by Chair</li> <li>• Document and coordinate matters arising including liaising in a timely manner with those accountable for delivery of matters arising</li> <li>• Prepare and update rolling agendas</li> </ul>
3. Regulatory Compliance	<ul style="list-style-type: none"> <li>• Maintain corporate files and records in accordance with statutory or regulatory requirements (including signed minutes of meeting)</li> <li>• Assist with preparing and lodging regulatory filings (eg with ASIC)</li> </ul>
4. Corporate Governance	<ul style="list-style-type: none"> <li>• Assist with supporting the review, development and implementation of charters and corporate governance frameworks, policies and processes</li> <li>• Provide support for the delivery of annual governance processes including the Annual General Meeting and annual reporting of RAA</li> <li>• Support the delivery and management of RAA's corporate insurance program through coordinating information requests and maintaining accurate files</li> </ul>
5. Administrative Support	<ul style="list-style-type: none"> <li>• Provide administrative support to the Governance team, Board and Board Committees</li> <li>• Manage the Company Secretary mailbox, including apologies for meetings, corporate calendar and handling of correspondence</li> <li>• Manage the relationship with, and administration of, RAA's Board Portal (Diligent)</li> </ul>

<b>Financial (<i>Authorities to spend money</i>)</b>
<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

<b>Technology/System/Process (<i>Authorities to access and use IT systems, undertake certain processes</i>)</b>
<ul style="list-style-type: none"> <li>• This role is expected to access and use Microsoft Office, Diligent Boards (including administration rights), internal and RAA intranet.</li> </ul>

## Part B - Person Specification

<b>Qualifications (<i>Indicate whether mandatory or desired</i>)</b>
<ul style="list-style-type: none"> <li>• Corporate governance qualification (AICD, GIA) or undergraduate degree in Law (desirable).</li> </ul>

<b>Skills and Abilities</b> ( <i>Individuals capabilities, include level of proficiency</i> )
<ul style="list-style-type: none"> <li>• The role requires the individual to possess the following skills and abilities: <ul style="list-style-type: none"> <li>○ Knowledge of corporate law and governance principles obtained from experience gained in a Board governance or assistant company secretary role</li> <li>○ Strong written and verbal communication skills, including the ability to communicate effectively with stakeholders</li> <li>○ Time management and organisational skills including the ability to prioritise tasks and meet deadlines</li> <li>○ Proficiency in Microsoft Office and company secretarial software (e.g. Diligent)</li> <li>○ Ability to handle sensitive information appropriately</li> </ul> </li> </ul>

<b>Knowledge</b> ( <i>Factual or procedural information needed to perform in the role</i> )
Knowledge of corporate law, corporate governance principles and other relevant regulatory and statutory requirements and/or corporate insurance is ideal.

<b>Experience</b> ( <i>The minimum amount of experience required to perform in the role</i> )
<ul style="list-style-type: none"> <li>• Experience in company secretarial, corporate governance or legal role</li> </ul>

<b>Additional Requirements</b>
<ul style="list-style-type: none"> <li>• Perform other duties as requested by the Senior Manager where generally consistent with this position and within current level of competence.</li> </ul>

<b>Reviewed by</b>	<b>Name: Giselle Stannard</b> <b>Role Title:</b> HR Business Partner	<b>Date:</b>
<b>Approved by</b>	<b>Name: Lisa Campbell</b> <b>Role Title:</b> Senior Manager Governance & Compliance	<b>Date:</b>