



## JOB PROFILE

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<b>Position Title:</b>	Manager, Governance
<b>Department:</b>	Office of the CEO
<b>Immediate Manager:</b>	Chief Executive Officer

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**Position summary:** Working closely with the Chief Executive Officer, this role will be responsible for effective management of corporate governance, compliance, accountability and performance obligations, in line with Screen Australia's corporate governance framework; and the ongoing evolution of governance strategy. It also provides secretariat services to the Screen Australia Board.

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### Core Accountabilities

Key responsibilities of the position will include:

- Work closely with the Chief Executive Officer (CEO) to support the ongoing development of Screen Australia's governance strategy and compliance frameworks, and ensure best practice governance structures, processes and governance flows.
- Provide comprehensive Board secretariat services including co-ordinating arrangements for Board meetings and managing Board meeting processes.
- Manage development and delivery of the Corporate Plan and Annual Report.
- Manage corporate performance reporting obligations.
- Manage Freedom of Information requests, Public Interest Disclosures and Privacy matters in accordance with appropriate processes and procedures.
- In conjunction with the CEO, provide governance oversight across program areas to ensure internal controls are maintained.
- Support internal stakeholders in governance, compliance and risk management activities including working with the Chief Financial Officer on review and verification of assurance levels for Enterprise Risk Register.
- Manage collation of briefs and papers for Senate Estimates and co-ordinate completion of Questions on Notice responses.
- Facilitate effective management of Department and Ministerial information requests.
- Prepare reports, briefing notes and correspondence as required.

- Identify opportunities for minimisation of governance and compliance risks, and facilitate effective solutions.
  - Work closely with the Legal Services and the Strategic Policy and Insights team, as well with other areas of the organisation.
  - Keep abreast of changes in the regulatory environment and to the corporate governance framework.
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## **Selection Criteria**

### **Qualifications and Experience**

- Extensive recent experience in corporate governance/legal/compliance environment, ideally in the Government sector.
  - Demonstrated knowledge and understanding of current corporate governance frameworks, regulatory frameworks, best practice corporate governance principles and structures.
  - Excellent writing and research skills, including the ability to produce clear, concise and well-presented corporate and policy documents.
  - Highly developed conceptual, analytical, problem solving and decision making skills.
  - Strong organisational and project-management skills with excellent attention to detail, and experience managing multiple projects and priorities simultaneously and delivering to set deadlines.
  - Exceptional interpersonal, communication and negotiation skills, and ability to manage internal and external relationships with diplomacy, sensitivity, confidentiality and tact as required.
  - Proven ability to actively contribute to, and participate in maintaining a positive, collaborative team environment and workplace.
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### **Behaviours**

- Open communicator, shares thoughts and opinions with others
- Commits to action and driven to achieve results
- Values collaboration and teamwork, and focuses on the achievement of team goals
- Establishes and maintain effective relationships with internal and external customers, and gains their trust and respect
- Creative approach to problems and ability to 'think outside the square'
- Energy, enthusiasm and willingness to take on new challenges
- Shows personal courage and can take unpopular stands when appropriate
- Thrives on change and is able to make decisions without having the total picture
- High level of self-awareness and continually seeks to improve self