

OVARIAN CANCER AUSTRALIA (OCA)

POSITION DESCRIPTION

GOVERNANCE MANAGER

Position Purpose

Working as a member of the Business Services team and providing an important service to the OCA team and Board, the Governance Manager is responsible for coordination of all matters relating to corporate governance, business insurance and policy compliance. The position provides administrative support to the Chief Executive Officer and Chief of Finance & Business Services (CFBS) and supports effective staff planning and communications through the preparation of written communication material, co-ordination of staff meetings and gatherings, and management of the OCA business calendar.

About the Position

Location:	Melbourne CBD (hybrid working arrangements available)
Position Reports to:	Chief of Finance and Business Services
Direct Reports:	None
Position Type:	Full time (76 hours per fortnight)
Duration:	2 years fixed term

About the Organisation

Ovarian Cancer Australia (OCA) is the leading national body for ovarian cancer in Australia. Founded in 2001 by a group of people personally affected by ovarian cancer, our vision is to save lives and ensure that no woman with ovarian cancer walks alone. Our focus is to provide care and support for those affected by ovarian cancer; and represent them by leading change.

Our values: We listen: We are inclusive: We are courageous: We act with integrity.

For more information please visit <https://www.ovariancancer.net.au/>

Position Background

Each year in Australia, approximately 1800 people are diagnosed with ovarian cancer, and more than 1,000 die from the disease. Ovarian cancer has an extremely poor prognosis and has the lowest survival rate of any female cancer. In Australia, the overall five-year survival rate for people diagnosed with ovarian cancer is 48%. People impacted may experience poor quality of life and outcomes and Ovarian Cancer Australia has a range of programs supporting them and their loved ones. The main programs include a helpline, the Teal Support Program, psychosocial services, support groups and information resources. Outside of these programs OCA works closely with government to advocate for better treatment and research.

The Governance Manager plays an important role in enabling the executive, our key stakeholders and our staff to achieve OCA's mission, by ensuring that all duties within their scope of responsibility are executed in a timely and professional manner with a high degree of accuracy. The timely and effective turnaround of communication and activities relating to Board and Committee matters has a direct impact on business decision making and OCA's ability to remain agile.

Position Responsibilities

Executive and Committee Support

- Produce board and committee papers including agendas, minutes, and governance papers, ensuring documents are completed in specified timeframes, and meet OCA's requirements
- Facilitate processes for board and committee meetings by establishing and maintaining assurance and quality control mechanisms, including follow-up of meeting action registers.
- Organise the OCA Annual General Meeting, ensuring notice requirements are adhered to.
- Provide secretariat and administrative support to the CEO, Board and Board sub-committees and advisory committees, including circulation of papers, room bookings, catering, and equipment requirements.
- Coordinate the timely completion and dispatch of board and committee papers.
- Ensure that the business at AGM, Board and committee meetings is accurately captured in the minutes and the papers are completed and circulated on time and free of error.
- Ensure company records are accurate and effectively organised.

Compliance

- Maintain records of key activities and alert the CFBS of renewal requirements and / or issues as they arise e.g. lease and insurance requirements, conflict of interest register, risk register, complaints recording.
- Maintain register of OCA policies and procedures (including HR policies), and co-ordinate policy reviews with the relevant manager in line with the register's timelines.

Quality Management System

- Work with CFBS to integrate quality management principles and implement continuous improvement arrangements in discharging OCA's corporate governance requirement.

Administration & Staff Communications

- Executive support to the Chief Executive Officer (CEO) and Chief Finance and (CFBS).
- Manage, coordinate and distribute the OCA business calendar.
- Co-ordinate OCA staff events including staff meetings, staff planning days including recording meeting activities, decisions, and action plans.
- Write and distribute staff communications including CEO updates, fortnightly staff newsletter and periodic updates for the OCA Board.
- Provide back-up to Business Services Manager when required, including:
 - Maintain strong relationships with building management and other relevant suppliers as required.
 - Supervise the travel and accommodation booking process.

General

- Contribute to the culture of decision-making including cooperation, collaboration, and shared accountability.
- Model collaboration and communication behaviours which promote effective working relationships both internally and externally.
- Perform other duties as directed.

Experience, Skills & Qualifications

- Proven track record of effective stakeholder management, including directors, executives, and managers.
- Demonstrated relevant corporate governance experience with a minimum of two years' supporting a board in a committee secretary/governance capacity.
- Strong attention to accuracy and detail with a logical and practical approach to tasks.
- Excellent communication skills (verbal and written).
- Excellent organisational, and administrative skills
- Proven issue identification and problem-solving skills.
- Proven analytical and research skills.
- High level of IT Literacy, proficient in Microsoft Office products and SharePoint;
- A multitasker with the ability to wear many hats in a fast-paced environment.
- Qualification in a relevant discipline highly regarded.

Attributes:

- Commitment to the mission and values of Ovarian Cancer Australia
- Positive, collaborative and 'can do' approach.
- Inclusive and supportive team player
- Resilient and actively conscious of self-care given the nature of OCA's purpose and the potential interactions with those affected by ovarian cancer.

Mandatory:

- Evidence of full and permanent working rights in Australia.

Key Selection Criteria

- 1) Excellent communication (verbal and written) and interpersonal skills with demonstrated ability to manage stakeholders and build and maintain strong relationships at all levels
- 2) Previous experience (2 years+) in the coordination of board and committee papers including minute taking, agenda preparation and dissemination.
- 3) Demonstrated ability to develop and maintain workflows for the timely communication, provision of and exchange of information between the Board, Committees and Management.
- 4) Proven ability to exercise well informed and responsible judgement for key responsibilities and accountabilities.
- 5) Excellent administration and organisational skills, including a capacity to effectively prioritise tasks and manage time.
- 6) Service focused and self-motivated with ability to take initiative in a fast-paced environment.
- 7) Proven capability in identifying issues and problem solving to reach effective solutions.
- 8) Strong team skills with high level of energy and flexibility to step outside of role scope when required.