

## POSITION DESCRIPTION GOVERNANCE OFFICER

### OVERVIEW

<b>Program:</b>	CEO Office
<b>Reports to:</b>	Manager Social Impact, Growth & Governance
<b>Supervise:</b>	Nil
<b>Date of Last Review:</b>	November 2020
<b>Classification:</b>	Social and Community Services Employee Level 4 Sacred Heart Mission Enterprise Agreement 2018 or successor Agreements
<b>Victorian Portable Long Service Benefits Scheme</b>	This role has been deemed eligible to participate in Scheme

### ORGANISATION CONTEXT

Sacred Heart Mission (SHM) works with people whose capacity to participate fully in community life is affected by deep, persistent disadvantage and social exclusion. Since opening our doors in 1982, the Mission has been providing a range of innovative, relationship-based service responses which enable people to overcome disadvantage and realise their full potential. As a trauma informed organisation, our shared recognition of the impact of trauma informs and guides all of our interactions with the people who access our services.

SHM is an Equal Opportunity Employer and an Environmental Sustainability driven organisation. We provide equal employment opportunities to all employees without regard to race, colour, religion, gender, national origin, age or disability. We ensure staff and volunteers operate from fit for purpose facilities that adopt green building design and practices.

SHM has a number of staff committees across the organisation committed to championing best practice in these areas. Our EEO groups lead by example to break down the barriers to inclusion and to foster a diverse workplace where people are free from discrimination and disadvantage and are treated with

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respect and dignity. Our Green team has set targets for developing SHM's environmental profile as a sustainable organisation and as a leader in the sector.

## **VISION**

Our vision is of an inclusive, fair and compassionate community, which enables people to overcome disadvantage and realise their full potential.

## **MISSION**

Our mission is to build people's capacity to participate more fully in community life, by addressing the underlying causes of deep, persistent disadvantage and social exclusion.

### **We do this by:**

- Ensuring access to the necessities of food, clothing, housing, health care and specialised services.
- Listening, understanding and responding to people in a holistic, caring, and respectful way, so they can take control of their lives.
- Delivering accessible, responsive, evidence informed and innovative services.
- Welcoming people in the spirit of social justice, co-operation and partnership to create better communities.
- Engaging sector partners, researchers, philanthropy, business, government and the broader community, to contribute their time, expertise and resources.

## **PROGRAM INFORMATION**

Sacred Heart Mission (SHM) is made up of four Divisions, Client Services, People and Strategy, Business Development and Business Services.

The Governance Officer is part of the CEO Office and will support the Company Secretary function for the four SHM entities and monitor the SHM Governance Framework for SHM and the four SHM entities.

## **PURPOSE OF THE POSITION**

The purpose of the Governance Officer position is to assess, monitor, schedule and support the governance, risk and compliance related reporting and activities of the entities of Sacred Heart Mission to ensure compliance with the law and legal duties of governance of a not for profit and to support the Company Secretary function for these entities.

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The role will also support the CEO Office with the administration of governance activities for the parent entity for Sacred Heart Mission. In addition, the role will support the Manager Social Impact, Growth & Governance with administration tasks associated with these governance activities.

## KEY RESPONSIBILITIES

Accountability	Major Activities
<b>Administration of governance, risk and compliance activities</b>	<p>For SHM Foundation Ltd, SHM Foundation, J2SI VIC SIB Ltd and J2SI ELC Ltd (and others as required) ('Entities):</p> <ul style="list-style-type: none"> <li>• Support the Company Secretary function</li> <li>• Managing the relationship with and allocation of work to external legal service providers (while the Corporate Relationship Manager role is vacant)</li> <li>• Coordinating the governance, risk and compliance activities for each entity according to the Governance Framework.</li> <li>• Scheduling and administering governance, risk and compliance activities (including board meetings, board papers, insurance registers, risk registers etc.)</li> <li>• Maintaining appropriate documentation for the Entities, including minutes and company registers.</li> <li>• Negotiating and managing contracts between the Entities and SHM Inc.</li> <li>• Providing briefings on governance, risk and compliance status and implications to relevant stakeholders within SHM and the Entities' boards</li> <li>• Coordinating document signing with the Executive Assistant to the CEO</li> </ul> <p>For SHM Inc as part of the Governance Framework:</p> <ul style="list-style-type: none"> <li>• Supporting the CEO's office in the management of governance activities for the parent entity</li> <li>• Reviewing and updating governance and legislative requirements in consultation with, and as directed by, the CEO</li> <li>• Managing compliance with regulators, including preparing/submitting paperwork accordingly within the specified timeframes (excluding financial reporting)</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensuring all aspects of governance functions comply with statutory requirements, accepted best practice and the rules of the association</li> <li>Briefing CEO on governance matters</li> </ul>
<b>Governance Framework Maintenance</b>	<ul style="list-style-type: none"> <li>Monitor compliance, risk and governance changes in either legislation or best practice and determine when these impact the Entities.</li> <li>Keep abreast of internal changes within SHM that have implications on governance of the Entities.</li> <li>Continually review the SHM Governance Framework to ensure it meets regulatory and best practice requirements and the needs of the organisation.</li> <li>Provide briefings to the relevant stakeholders on the requirement for changes to the Governance Framework as a result of these monitoring activities.</li> <li>Participate in updates of the Governance Framework where required in conjunction with the CEO's office.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Administrative support to the Manager Social Impact, Growth &amp; Governance administering and managing entities</li> </ul>
<b>Health &amp; Safety</b>	Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions.
<b>RISK</b>	All SHM staff are responsible for considering, identifying and addressing risk (the effect of uncertainty on objectives) whether positive (opportunities) and/or negative (threats).
<b>CQI (Continuous Quality Improvement)</b>	All SHM staff are responsible for identifying areas of the strategic plan that 'add value', and for implementing and monitoring CQI initiatives. Staff are open to new ways of doing things, respond to challenges with innovative ideas and solutions and promote a continuous quality improvement culture.
<b>TIC (Trauma Informed Care)</b>	All SHM staff are responsible for engaging in learning and development to integrate their understanding of and responsiveness to the impact of trauma within their work including active participation in the supervision and performance development process.

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## MANDATORY REQUIREMENTS

- A current Criminal Records Check

## QUALIFICATIONS

- Degree level qualifications in Finance, Business Management, Law, Governance or equivalent relevant experience.

## KEY SELECTION CRITERIA

- Knowledge and experience in working with not for profit Boards on governance.
- Demonstrated experience and capability in establishing effective and cooperative working relationships with stakeholders, and colleagues.
- Sound initiative and effective personal judgement when working alone.
- Strong interest in developing contemporary and innovative approaches to governance.
- Skilled in developing, communicating and maintaining policy, processes and systems that support good governance.
- Experience working within the community service sector.
- Strong alignment with the values of Sacred Heart Mission.

APPROVED BY MANAGER .....

ACCEPTED BY STAFF MEMBER .....

DATE .....

***POSITION DESCRIPTION SHOULD BE REVIEWED ANNUALLY OR WHEN POSITION CHANGES***

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