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|------------------------|---|---|
| <b>Position Number</b> | : | 1   |
| <b>Position Title</b>  | : | <u>Manager Corporate Governance/Board Secretary</u> |
| <b>Department</b>      | : | Admin   |
| <b>Location</b>        | : | Valelevu  |
| <b>Role Reports To</b> | : | Chief Executive Officer                             |

### Primary Objective of Position

The Manager Corporate Governance & Board Secretary provides support to the Executive Office in the management and oversight of compliance with corporate governance regulations, as well as fully accountable for board administration functions.

The position reports to the Chief Executive Officer through the General Manager's and provide executive support to Executives, Board Directors and nominated committees.

### Key Responsibilities :

The Manager Corporate Governance/Board Secretary is accountable to the Chief Executive Officer is responsible for management and oversight of compliance with corporate governance regulations, as well as fully accountable for board administration functions including the following activities:-

- Coordinates logistics for Board of Directors meetings and Sub-Committee Meetings.
- Acts as a liaison for the Board with respect to all matters
- Drafts Board agendas, assists in the collection of material for Board meetings, the coordination of preparatory meetings of senior management and the preparation and finalization of the Board papers.
- Drafts communications to Directors to respond to questions and issues and provides requested information for review and consideration.
- Ensures Directors receive communications on meeting outcomes and required actions, prepares draft resolutions and maintains meeting minutes as a record of Board actions and decisions.
- Ensures Board activities are compliant with the various governing regulations.
- Collaborates with management to gather and provide information, and works closely with relevant external parties.

- At the direction of the Manager Legal, researches corporate governance issues to develop background information and recommendations for the Executive Office.
- Lead preparation of Board papers, including gathering relevant information, tracking reportable items, coordinating distributions, signatures and certifications.
- Participates in special projects to support the Legal department as required.
- Maintains proper records and minute of books of company Board of Directors.
- Assists in the implementation/administration of legal department/governance policies.
- Monitoring departments with administration of governance compliance within the Authority.
- Contribute to the development and implementation of relevant corporate policy.
- Administer the review process for corporate policies to ensure regular updates and dissemination.

### Customer Services

- Ensure prompt response to enquiries
- Prompt response to stakeholders

### Accountabilities/Outputs

### Performance Measures

### Responsibilities – key competencies

#### Competence Business

#### Competency Description

Strategic Development

Predict issues and formulate potential courses of action to develop and achieve objectives.

Business Performance

Establish performance management measurers for a function/division managing adjustments and variations

Change Management

Diagnose change issues/new directions; establish the necessary organizational capabilities and responses.

Planning

Develop/review a work plan for sections (multiple operations) to achieve specified objectives.

Resourcing and Organising

Establish the resource levels to achieve targets and objectives and identify and communicate the key responsibilities and priorities (Section focus)

Information Analysis

Analyse information from many sources, compile conclusions and make recommendations

Documentation

Present information in a report that explores the links between issues and key points draw conclusions and make recommendations

Systems and Procedures                      Undertake defined modifications/reviews to procedures; draft manuals/instructions.

**Customer**

Customer Commitment                      Develop relationships with customers and devise methods to improve the Company's response to their needs.

Quality focus                                      Monitor the standard of work for your team/unit against established standards

Company Values                                Provide constructive feedback and guidance to staff on maintaining image and value standards. (Section focus).

**Professional**

Legal Compliance                              Provide internal and external customers with prepared responses to relevant laws and regulations.

Financial    Review financial data and highlight issues for consideration by others.

**Operational**

Health and Safety                              Apply safety rules and report on breaches or accidents in workplace.

**Interactions**

External    Business community  
Government Department  
LTA Customers  
Municipalities  
Passengers and commercial goods transport operators  
Police Department  
PSV Operators

Internal    All Staff  
LTA Management  
Manager Standards & Engineering

## Person Specifications:

### Qualifications

Essential

An advanced business degree or Information Technology or at least a degree in law or any relevant degree or 3- 5 years' experience of legal, governance or business experience  
Previous experience working with Board of Directors

Desirable

### Experience (Essential)

At least 3- 5 years relevant experience

### Knowledge (Courses or Field Experience)

Ability to provide practical advice on procedures, policies and standards  
Knowledge and experience in commercial transport operation and management  
LTA Act & Regulations  
LTA procedures and policies  
OHS Regulations  
Sound technical knowledge  
Transportation Regulations  
Well versed with Regulation pertaining to Vehicle Registration and inspection  
Court Procedure

### Language Proficiency

Basic understanding of Hindi/Fijian  
Good command of English

### Skills (Fields of Application)

Computer literate  
Excellent interpersonal communication skills  
Ability to provide concise and authoritative advise  
Excellent interpersonal communication skills  
High level of leadership, influencing and networking skills  
Highly developed analytical, conceptual and investigate skills  
Must have leadership skills  
Proven leadership and motivational skills in road transport  
Supervisory and Management skills

**Personal Attributes:**

**Attribute Type**

**Attribute**

Behavioural

Accepting/Compliant  
Accountable  
Customer focused  
Energetic

Interpersonal

Self Sufficient and Assured  
Team Oriented  
Trusting

Thinking

Analytical  
Business Acumen  
Decisive  
Disciplined/Systematic  
Flexible/Adaptable  
Initiative  
Well Organised.