

Job Description



Position Title	Corporate Secretarial Officer	Level	B
Reports to (role)	Senior Lawyer/Company Secretary	Career Stream	Professional
Team	Legal & Corporate Secretarial		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Corporate Secretarial Officer collaborates broadly across the Institute to provide high level administrative and secretariat support to the Board, and the Senior Lawyer, who also acts as Company Secretary for the Institute. This includes managing and producing board packs and minutes, actioning and drafting correspondence, liaising with internal and external stakeholders, diary and appointment management, and managing the Institute's insurance portfolio, including insurance claims and renewal processes.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Secretarial and Administrative Support	• Provide proactive, professional, accurate, timely and efficient corporate governance and administrative support to the Senior Lawyer/Company Secretary. • Provide the Senior Lawyer/Company Secretary with secretariat support including preparation of agenda, papers and actions to be allocated to Board members and committees. • Attend meetings, taking and coordinating extensive minutes. • Distribute minutes amongst Board and other panel members. • Manage the SharePoint sites for the Corporate Secretarial & Insurance function. • Oversee planning and execution of the Annual General Meeting (AGM). • Maintain filing system and databases. • Reconcile credit card expenses, issue purchase orders, managing payment of expenses.	• Documents prepared to schedule. • All filing and document management up to date. • Quality of administrative duties. • Feedback from internal stakeholders.

	• Arrange and coordinate internal and external events as required (this may include room bookings, equipment set up and catering). • Assist with maintenance of statutory registers on ACNC and ASIC, as well as managing other various company registrations and licences to ensure good governance.	
Board Support	• Co-ordinate Board and Committee meetings. • Manage the Corporate Secretarial platform (Diligent) including users, resource centre and board packs. • Support the Chair and Senior Lawyer/Company Secretary in governance-related matters. • Coordinate Board strategic planning sessions, including logistics and catering. • Organise travel management for Board members including flights, accommodation, itineraries and expenses. • Act as a liaison between the Board, executive team, and external stakeholders.	• Board meetings and other appointments coordinated efficiently. • Feedback from internal and external stakeholders. • Minimal corrections required to draft documentation. • All travel components finalised to schedule. • Travel invoices actioned and costs allocated accordingly.
Insurance Portfolio Management	• Manage and coordinate the Institute's insurance portfolio, ensuring comprehensive coverage across all operational areas. • Lead the annual insurance renewal process, including gathering and preparing renewal documentation, reviewing terms and identifying gaps in coverage. • Maintain strong relationships with internal stakeholders and external insurance brokers to ensure responsive and effective service. • Provide internal advice on insurance coverage, exclusions, and claims processes to support risk mitigation and informed decision-making. • Update guidance and resources for employees on insurance matters. • Oversee the notification and management of insurance claims and incidents, ensuring timely reporting and resolution. • Maintain accurate records of all insurance policies, claims, and notifications, including SharePoint documentation and statutory registers. • Assist with the preparation of reports and briefings for senior leadership, audit and risk committees, and Board meetings regarding insurance matters and risk exposure.	• Timely renewal and payment of insurance policies. • Timely distribution of information and response to queries. • Accurate records maintained. • Effective internal support and advice provided.

Diary, Calendar and Email/Correspondence Management	• Extensive calendar management across multiple diaries coordinating complex meetings with internal and external stakeholders, VIPs and other appointments and commitments.	• Meetings are scheduled efficiently. • Feedback from internal and external stakeholders.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	Year 12 or equivalent. Tertiary qualification, Certificate IV or equivalent in Office Administration desirable.
Essential Skills, Knowledge & Experience:	• Exceptional organisational skills, prioritising administrative tasks and systems, including managing competing tasks rapidly and ensuring deadlines are met under pressure. • Excellent communication skills, including interpersonal skills and telephone manner. • Intermediate to advanced skills in Microsoft Office 365, specifically PowerPoint, Excel and SharePoint. • Ability to work in a dynamic and ever-changing environment effectively, with minimal supervision, demonstrated ability to work independently and set priorities. • Demonstrated ability to manage large and varied workload and maintain motivation under pressure. • Proven ability to manage confidential and sensitive information with discretion and integrity.
Desirable Skills, Knowledge & Experience:	• Demonstrated experience in corporate secretarial and board management.

DIRECT REPORTS

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Approved by:	<i>Senior Lawyer/Company Secretary</i>
Date approved:	07.10.2025
Reviewed by P&C:	07.10.2025