

Executive Position Description

Position: Company Secretary

Department: CEO Office

Line Manager: Chief Executive Officer (CEO)

Membership of ELT: Lead and model a strong values-based culture and approach to all aspects of your role to deliver the Corporate Plan. Lead the right people to perform at their best, ensuring team members have the technical expertise and commitment to meet their targets with confidence and demonstrate Ansvar's values whilst contributing to a respectful workplace. Ensure performance objectives are in place for all team members to confirm they know what they are required to deliver and to what standard, evaluate performance and improve outcomes. Lead and support your teams to collaborate outside their division to deliver on our Corporate Plan and help them to understand change. Drive continuous improvement and innovation that will be cost effective and improve outcomes. Be open and honest and constructive in providing information and advice. Be aware of relevant industry and legislative developments that impact Ansvar so as to provide timely advice to the CEO and Board.

Leadership Qualities: Adopt, promote and model behaviour consistent with Ansvar's values.
Be diligent to ensure team members and visitors to Ansvar are safe.
Ensure your management structures and procedures anticipate and manage risk, prevent or detect fraud, comply with law, are current and meet our policies and corporate governance standards.
Manage the financial framework to meet budget and ensure spend is appropriate and necessary.
Support the CEO and Board to operate lawfully, effectively and efficiently.
Communicate with Ansvar employees and clients in a professional manner with purpose and respect demonstrating collaboration and trust.
Represent Ansvar at industry events, forums and meetings.
Enhance professional and leadership competencies by attending seminars and training courses and committing to you and your team's development.

Role Purpose: The Company Secretary, is responsible for providing high quality company secretarial services through the effective management of Board processes. As the Company Secretary, you will be responsible for meeting the day-to-day secretariat needs of the main Boards and its Committees, subsidiary company boards and senior executive team.

Our Vision: Our vision is to be regarded as the most trusted specialist insurer within our core sectors. We will achieve this by delivering on three strategic goals: achieving sustainable profitable growth in our core sectors, having expert and engaged people, and operating profitably and cost effectively to give back to our community.

Our Values:

- Accountability** – doing what we say we will do
- Customer Centric** – putting our customers at the centre of what we do
- People Matter** – respecting, recognising and developing people
- Collaborative** – working together to leverage our diversity
- Ethical** – doing the right thing

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Key Accountability Areas	Key Performance Indicators	Weighting%
Systems and Processes	<p>Provide high quality Company secretarial services</p> <ul style="list-style-type: none"> • Manage the administration of the Board, Board Committees and the Annual General Meeting or equivalent • Coordinating the induction of new Directors • Ensure that the company complies with its statutory obligations under any relevant laws and regulations • Manage the submission of certain forms to ASIC meeting all regulatory requirements • Administer the provision of certain information to Directors • Assisting the CEO with the production of the key strategic and operational reports for the Board including the CEO Report and analysis of the delivery of the Corporate Plan • Preparation and timely submission of a wide variety of documents including minutes of meetings, matters arising reports from Board and Committee meetings, statutory forms/returns and circular resolutions • Provision of appropriate and timely advice, to the CEO, Board, Executive Team, EIO and the broader business as required <p>Corporate planning: Coordinate key strategic activities and processes for the Company</p> <ul style="list-style-type: none"> • Assist with the production of Ansva’s Corporate Plan • Lead the development of appropriate reporting to support decision making; and. • Provide oversight of general market developments and effective horizon scanning where appropriate 	65%
People	<p>Contribute to the overall success of the company as an effective member of the Executive Leadership Team (ELT)</p> <ul style="list-style-type: none"> ○ Constructively participate at all ELT meetings, events and forums ○ Contribute ideas and solutions to support the company vision and goals ○ Work collaboratively and respectfully with other ELT members ○ Always support agreed decisions outside the ELT ○ Maintain confidentiality at all times 	10%
Financial	Ensure all role requirements operate within allocated budget.	5%
Group		5%

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	<p>Ecclesiastical Insurance Group engagement including participation in the Group's meetings and relevant forums as required.</p> <ul style="list-style-type: none"> Proactively contribute to Group requirements Participate in the relevant Group initiatives as required 	
Customer and Conduct	<p>Stakeholder management:</p> <ul style="list-style-type: none"> Lead Ansvär's management of key external stakeholder relationships Build and maintain strong relationships with the following stakeholders ensuring effective follow up and resolution of issues and promoting transparency: <ul style="list-style-type: none"> ASIC; Ansvär's Board; and Group 	10%
Risk	<p>Contribute to the alignment of risk and compliance management practises to Ansvär's strategic objectives by sitting at the second line of defence</p> <ul style="list-style-type: none"> Identify potential risks to the business, managing and controlling those risks appropriately; including identifying, assessing and effectively managing potential business continuity risks Maintain compliance and adherence to all laws and company regulations, policies and procedures Align risk and compliance management with practices within the account Ensure awareness with Trade Practices, Privacy and other legal obligations Assist in maintaining integrity of data management through total utilisation of CRM, Qlikview and other business critical data sources as required 	5%

Behavioural Competencies:

- Embraces and consistently demonstrates Ansvär's values
- Ability to inspire and influence others
- Outstanding people skills and ability to build and maintain good relationships with colleagues, board members, distribution partners and clients
- Excellent listening and communication skills
- Highly disciplined, with excellent planning and time-management skills
- Sets and maintains high standards of performance, both personally and for the Company
- Ability to create a positive working environment
- Ability to plan and think strategically about the business over the long term
- Passionate about the business and highly motivated to achieve company objectives

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- Decisiveness on critical business issues, sound decision-making, and ability work effectively under tight deadlines and pressure
- Responds positively to change

Technical Competencies:

- A modern and progressive approach to business practices will be required
- Strong personal, written and verbal communication skills with the ability to establish rapport and negotiate with key internal and external stakeholders to achieve Company objectives
- Strong computer literacy skills, including sound knowledge of Microsoft Office Suite such as Word, PowerPoint and Outlook and Excel
- Proven track record of meeting KPIs/business goals and targets
- Strong commercial negotiation, influencing and stakeholder management skills
- Excellent report writing skills
- Able to make balanced judgements based on data analysis and interpretation
- High level of accuracy and attention to detail
- Outstanding interpersonal and communication skills, both written and verbal, across all levels both internally and externally
- A high degree of technical knowledge of the Corporations Act and company reporting requirements
- Experience in dealing with internal audit and regulatory bodies
- Experience in managing complex structures and operations
- Formal qualifications in law and qualifications from Governance Institute of Australia.
- At least 5 years' experience in a Company Secretary role