

# Position Description

## POSITION DETAILS

<b>Title of Position:</b>	Board and Shareholder Relations Coordinator
<b>Reports to:</b>	Executive – Board Shareholder Relations (and Company Secretary)
<b>Division:</b>	Board and Shareholder Relations
<b>Function:</b>	Board and Shareholder Relations
<b>Number of Direct Reports:</b>	Nil
<b>Grade:</b>	3

## HEALTH, SAFETY & WELLBEING

ElectraNet is committed to a Safety-First culture and a work environment promoting the health, safety and wellbeing of all workers. To sustain this culture, all leaders are required to implement and maintain the areas of ElectraNet's safety management system under their control, where the health, safety and wellbeing of all workers comes first while ensuring full compliance with all legislative and policy requirements.

All employees are required to contribute to the Safety First culture by exercising their duty of care to themselves and one another, by working safely, by adhering to all reasonable safety instructions, by using all equipment provided in accordance with safe work methods and by promptly reporting any unsafe working practices or hazardous working conditions.

## POSITION OVERVIEW

The Board and Shareholder Relations Coordinator is responsible for providing high-level support across several critical tasks concurrently, including providing expertise in the delivery of reliable, accurate, proactive, timely and well-informed support to the Company Secretary in the operations of the ElectraNet Board and Committees. This includes assisting with coordinating meetings, the preparation and distribution of board and committee papers, minutes and other resolutions and documents.

Success in this role is characterised by timely and accurate delivery of company secretarial duties, managing conflicting priorities and leveraging strong relationships with key internal stakeholders. Additionally, success in this role will require initiative, discretion and confidentiality, effective stakeholder engagement skills to effectively oversee and manage the Board process.

## KEY RESPONSIBILITIES

### OPERATIONAL & TECHNICAL

- Assist the Company Secretary with company secretarial functions and duties as required including the preparation of papers, scheduling meetings and the continual improvement of best practice governance and secretarial functions to meet ElectraNet's objectives;
- Assist with the management of coordinating the administrative requirements for Board and Committee meetings including the timely completion and despatch of board papers, preparation of accurate and concise board and shareholder resolutions, minutes and follow up actions
- Provide support to the Company Secretary to enable ElectraNet's compliance with legislative requirements under the Australian Securities and Investment Commission (ASIC)
- Ensure compliance with statutory company reporting obligations (e.g. ASIC) including assistance with lodgement of annual accounts;
- Provide high level administrative support to the Company Secretary through the preparation of Board related documents, correspondence, reports, submissions, and presentations, while maintaining associated systems, registers and online portals
- Facilitate the signing of all documents required to be signed by the Directors are held appropriately by electronic and hard copy means and are stored as required

## Position Description

- Facilitate the board reporting processes across the business, by providing guidance on board reporting processes, facilitating the flow of information between the Company Secretarial function and ElectraNet's Executive and managers
- Assisting with the administration of company secretarial requirements for financing transactions and documentation
- Responsible for the broad administrative support as required such as purchase order requisition, approvals, and receipting
- Proactively contributing to the development of practices, systems and procedures which optimise efficiency and support the delivery of quality outcomes, including providing training and induction as required in relation to the Board Operations
- Perform other duties, commensurate with skills and classification level, as requested;

### BEHAVIOURAL

- Develop strong internal relationships, delivering a high level of customer service.
- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Carry out the role in a professional and ethical manner and in accordance with ElectraNet's values, Code of Conduct and other policies.

### SIGNIFICANT WORKING RELATIONSHIPS

- ElectraNet Board and Committees
- ElectraNet Shareholders
- ElectraNet Commercial Division
- ElectraNet Corporate Development Division
- ElectraNet Network Services Division

### EQUIPMENT & TECHNOLOGY USED

- Microsoft Office 365 suite of programs

### SELECTION CRITERIA

#### KNOWLEDGE, SKILLS & EXPERIENCE:

##### Essential

- Demonstrated understanding of the requirements of contract execution and the ability to influence parties to ensure compliance with and thorough due diligence throughout the process
- Demonstrated understanding of the board reporting cycle and legislative requirements such as ASIC
- Demonstrated experience in a similar role, and services within a complex, corporate environment (as a guide, approximately 5 years)
- Strong work ethic with the ability to act decisively and initiate urgent action to overcome problems and provide customer orientated solutions;
- Strong planning and organisational management skills supported by strong written and oral communication skills;
- Strong attention to detail with sound time management and scheduling skills;
- Knowledge of, and ability to apply correct English usage, including spelling, grammar and punctuation;
- Ability to prepare clear, accurate and concise records, reports and minutes;
- Ability to use tact and discretion in dealing with sensitive and confidential matters;

## Position Description

- Demonstrated experience in computer and technology skills to perform word processing, creation of spreadsheets, maintain databases and use standard business software (SAP, Concur, SharePoint);
- Demonstrated ability to maintain collaborative and productive relationships across diverse stakeholders;
- Demonstrated positive, flexible and adaptable attitude with a willingness to take on a wide range of diverse tasks and adjust to competing and shifting priorities in a changing environment; and
- High level of computer literacy (advanced skills with Microsoft Word, PowerPoint and Excel).

### QUALIFICATIONS:

- Nil

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.