

Position Description

Board & Committees Secretariat Officer

# Position Description

<b>Position title: Board &amp; Committees Secretariat Officer</b>	
<b>Effective date:</b> September 2022	<b>Location:</b> Majura Park, Canberra
<b>Position level:</b> ANMAC Level 6	<b>Work area:</b> Office of the CEO
<b>Reports to:</b> Company Secretary ANMAC	<b>Employment type:</b> Permanent Full Time
<b>About ANMAC</b>	<p>The Australian Nursing and Midwifery Accreditation Council (ANMAC) is a not-for-profit organisation that has been established since 2010 to undertake the accreditation of nursing and midwifery programs leading to registration as a nurse or midwife.</p> <p>ANMAC is appointed by the Nursing and Midwifery Board of Australia as the external accreditation entity for nursing and midwifery education under Australia's National Registration and Accreditation Scheme.</p> <p>ANMAC also assesses the skills of nurses and midwives who want to migrate to Australia under the General Skilled Migration category.</p> <p>ANMAC provides executive and secretariat support to the Australian Osteopathic Accreditation Council (AOAC).</p> <p>ANMAC provides services to Health Education Services Australia (HESA) which provides services to the health education sector.</p>
<b>Organisational Values</b>	<p>Excellence Inclusion Accountability Integrity Lifelong Learning</p>
<b>Equal Opportunity Employer</b>	<p>ANMAC is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Aboriginal and Torres Strait Islander applicants are encouraged to apply.</p>
<b>Focus of Duties</b>	<p>Provide high level board and secretariat support directly to the Company Secretary of AOAC, HESA and ANMAC including the preparation, coordination and quality assurance of meeting papers, minute taking, action delivery and follow up, preparation of correspondence, organisation, and scheduling of face to face and videoconference meetings, and participation in project work as required.</p>

# Duties and Selection Criteria.

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## Main duties

1. Provide professional secretariat support to the Board and Committees of AOAC including co-ordination of meetings, development and quality assurance of agendas and briefing documents, recording of minutes, oversight of resulting actions, and record keeping and document management.
2. Prepare and coordinate confidential documentation to support the Board and Committee work programs, including conducting research for briefings and background notes as required.
3. In conjunction with the Company Secretary and other staff within the Office of the CEO, develop systems and protocols to evaluate and continuously improve the quality of the service provided to the Boards and Committees of AOAC, ANMAC, and HESA.
4. Develop effective networks and sound working relationships that are client focused and responsive to a range of stakeholders.
5. Undertake, or assist, with a range of ad hoc administrative duties in an environment with changing and competing priorities.
6. Actively participate in and contribute to the organisation's improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

## Essential requirements

- Tertiary qualification in a relevant discipline
- Demonstrated experience providing secretariat support to board and committees.
- High level experience with SharePoint
- Capacity to travel interstate on an occasional basis to fulfil the duties

## Desirable requirements

- Experience providing secretariat support to board and committees in a not-for-profit sector
- Experience with Diligent or other board management software

## Selection Criteria

1. Demonstrated ability to forge and maintain productive working relationships, working pro-actively both independently and as part of a team, with the ability to maintain confidentiality and apply judgement.
2. Experience in providing high level, contemporary executive management support including a proven ability to undertake secretariat support to Boards and Committees or

similar.

3. Demonstrated high-level planning, organisation, and coordination skills together with the ability to recommend and decide on appropriate action in an environment subject to work pressure, competing priorities, complexities and change under limited supervision.
4. High level communication skills with a strong customer service focus meeting the expectations and requirements of internal and external customers and uses feedback to improve services.
5. Appropriate contemporary IT and office systems skills.

Approved	Signature
Chief Executive Officer	