

## Position Description

<b>Position Title</b>	Company Secretary and Senior Legal Counsel
<b>Department</b>	Governance and Impact
<b>Reporting Relationships</b>	Chief Impact Officer and General Counsel Chair of The Board CEO
<b>Supervisory responsibilities</b>	Nil
<b>Classification</b>	Salary
<b>Effective date</b>	May 2024

### **Objective of the Role**

This role is responsible for providing support to Credit Union SA's Board of Directors and Management, ensuring that the Credit Union complies with its statutory obligations, as well as advising on good governance practice and counselling the Board on standards of ethical and corporate behaviour.

From time to time, advise senior management on their individual and corporate legal obligations and rights so as to protect the company's interests. Ensure the company conforms to its statutory and common law obligations under relevant legislation.

Understanding the business requirements, the development of the required Governance strategies and the integration of the strategies within the planning process to achieve the organisational objectives within Board risk appetite. This role is classified as a 1st line of defence function.

### **General Responsibilities of Role**

The responsibilities of this role include but are not limited to:

- Holding statutory responsibility as Officer of Credit Union SA Ltd and compliance to regulatory obligations in relation to Company Secretary duties.
- Maintaining and managing Credit Union SA's statutory registers.
- Providing managerial, secretarial support and advice for all Board and Board Committee meetings.
- Ensuring records of members' and directors' meetings are kept in compliance with the Act and the Credit Union SA Constitution.
- Managing the annual Board election process.
- Managing legal, statutory, administrative, and logistical requirements for Member meetings, including meeting papers, delegate registration and voting procedures.
- Ensuring Credit Union SA complies with its statutory obligations, ensuring requirements of regulators are met.
- Managing the Board Performance Review process.

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- As required, direct and coordinate legal research to ensure that relevant legislation is understood in advance and potential impacts managed across the organisation.
- Facilitating the management of outsourced legal and audit services to ensure quality and costs best meet the company's requirements.
- Being a key contact for the Chair of the Board and Directors.
- Being appointed as a Fit and Proper Officer under APRA's APS 520 Fit and Proper
- Overseeing the preparation of agendas, electronic meeting papers and associated correspondence for relevant Board and Committee meetings.
- Preparing and reviewing statutory/regulatory documents as required
- Providing oversight of significant legal matters pertaining to the Credit Union.
- Being involved in matters relating to risk management, corporate responsibility, board policy formulation.
- Ensuring all communications and papers required by the Board are of an excellent standard.
- Collaborating with cross-functional teams to drive the successful execution of strategic and business initiatives, ensuring alignment with the overall strategic goals of Credit Union SA.

### **Key Selection Criteria**

#### **Essential:**

- Tertiary qualifications suitable for the role of Company Secretary e.g. Graduate Diploma in Applied Corporate Governance.
- Ability to hold Legal Practising Certificate.
- A deep understanding and significant experience in governance, risk and compliance principles, practices, legislation and regulation.
- Strong experience working as in-house legal and/or corporate law expertise underpinned by sound commercial attitude towards legal issues.
- Experience and understanding of the financial services legislative and regulatory environment.
- Advanced level knowledge of Excel and the Microsoft Office suite of products.
- Experience in conceptual, analytical, problem-solving and decision-making skills.
- Excellent written and verbal communication skills and curiosity with the ability to collaborate across functions.
- Highly developed risk and statistical analysis skills underpinned by and complex strategic risk and compliance management techniques.
- A deep understanding of change management, conflict resolution, negotiation and presentation skills and practices.
- Positive, proactive and results driven with a drive to succeed.
- Flexibility and commitment to meet short lead times and transaction timelines.
- Ability to work independently and manage a scheduled reporting schedule against ad-hoc demands.
- Self-motivated with high levels of personal accountability, confidentiality and proactivity.

#### **Desirable:**

- An understanding of, and interest in, the financial services sector.
- Experience and knowledge of ESG related reporting