

<b>Position Title</b>	Graduate Lawyer and Governance Officer
<b>Department / Branch</b>	Impact, Legal & Governance
<b>Reporting Relationships</b>	General Counsel & Company Secretary
<b>Supervisory responsibilities</b>	Nil
<b>Classification</b>	Award Level 4
<b>Effective date</b>	November 2024

### **General Responsibilities of Role**

#### **Objective**

This role will work with the General Counsel & Company Secretary and the Assistant Company Secretary and Legal Counsel to ensure that appropriate systems of corporate governance and compliance are operating effectively at Credit Union SA and to assist in the provision of legal advice to various business units within Credit Union SA.

#### **Key responsibilities:**

Reporting to the General Counsel & Company Secretary this role will also work closely with the Chief Risk Officer and Risk & Compliance Team.

This role will be responsible for the following:

#### **Compliance and Legal Focussed Responsibilities:**

- Assist to develop and maintain robust frameworks, processes and systems for the identification, management and monitoring of Board and Executive compliance obligations and controls across the organisation.
- Support the successful implementation of key elements of Credit Union SA's compliance management framework.
- Provide commercially astute legal advice to the wider business and assist in the preparation of reporting to Executive and the Board regarding legislative and regulatory developments.
- Assist with the management and oversight of the third party supplier process and management of third-party agreements.
- Assist and support the Risk and Compliance team with the refinement of the Risk Management Framework including the enhancement of the Credit Union's key control library as it relates to Executive, Board and legislative obligations.

### **Governance Focussed Responsibilities:**

- Manage Board and Committee processes including preparation and distribution of agendas, Board papers and circular resolutions and recording and overseeing completion of action items generated from meetings.
- Work with the General Counsel & Company Secretary to plan and manage the annual AGM and Director election process in accordance with relevant legislation and defined procedures.
- Ensure Credit Union SA complies with its statutory obligations, including preparing the annual Directors' Report and Corporate Governance Statement and lodging forms with regulators.
- Work with the General Counsel & Company Secretary to plan and facilitate annual Board performance reviews, Board succession planning and Director appointments.
- Develop, maintain and implement Board policies which satisfy the Credit Union's legal obligations, are in line with our values and support achievement of the Credit Union's strategic plan.

### **Selection Criteria**

The successful candidate will be considered against the following criteria:

#### **Essential Criteria:**

- Ability to manage competing demands and meet deadlines.
- Excellent written and verbal communication skills and proficient in the use of information technology.
- High degree of organisation and time management skills.
- High degree of personal integrity and discretion.
- A high level of motivation with the ability to work independently and as part of a team to achieve required results.

#### **Desirable Criteria:**

- Experience in a corporate secretariat/governance role, risk or compliance, and/or the financial services industry.
- Experience in formulation of effective policies and procedures.

#### **Qualifications/Experience:**

- Tertiary qualification in law (Graduate Diploma of Legal Practice or equivalent desirable but not required).
- Experience in business, management or related discipline will be highly regarded.