

Company Secretary/Business Services Manager

Salary range \$170,000-\$180,000 (including superannuation) with potential bonus

Energy Networks Australia is the peak national body representing Australia's gas distribution and electricity transmission and distribution businesses. As such it is a key participant in the development of a better understanding of energy issues across the entire Australian community. For further information, see our website at <http://www.energynetworks.com.au>.

We are seeking an enthusiastic team player to join our organisation and play a part in helping shape our energy future. Reporting to the Chief Executive Officer, the Company Secretary/Business Services Manager has a dual role; responsibility for the facilitation and support of Board processes and governance matters as well as the management and delivery of business services to the company.

This is an exciting and challenging position with a salary package that reflects the seniority and demands of the role. The position is based in the Melbourne CBD.

Key Areas of Responsibility:

Company Secretary

- » Organising Board meetings and general meetings, including the preparation of agendas and governance papers, collating and distribution of papers, reports and materials for consideration by the Board;
- » Advising the Board and individual directors on matters of corporate governance and conflicts of interest;
- » Monitoring compliance with corporate governance policies, including ENA's Code of Conduct;
- » Maintaining all registers required to be maintained by the Company under law;

Business Services Manager

- » Manage and oversee all business functions of ENA including but not limited to: financial management, contracts and leasing; corporate governance; IT and facilities management;
- » Human resource management including staffing issues such as recruitment, terminations, performance management, staff induction, OH&S, record keeping and sustainability/environmental practices; and
- » Financial oversight of ENA's events including the biennial conference and exhibition, with budget preparation, performance against budget, end of event reconciliations and contract management.

Selection Criteria:

To apply for the above position, **all applicants must submit a brief statement** addressing the following selection criteria:

Essential:

1. Experience as a company secretary and preparing papers for a Board and Committees;
2. Experience developing strategies and management of a company's financial accounts.
3. Experience managing human resources issues and the ability to develop policies and procedures;
4. A proven ability to manage all aspects of a company's business services;
5. Strong writing and communications skills;
6. A proven capacity to build and maintain relationships with key internal and external stakeholders; and
7. A degree in accounting or similar, or relevant experience as a corporate accountant.

Desirable:

8. Experience working within an industry association or similar organisation.

Please forward your CV, together with a statement addressing the selection criteria, to Joan Morrell at info@energynetworks.com.au no later than **5pm, Monday 20 September 2021**. Please note only applications accompanied by a statement against the selection criteria will be considered for this position.

Further enquiries can be made by contacting Joan Morrell on 0414 787 421 or at info@energynetworks.com.au.