Position Description

Position title	Compliance and Governance Officer
Reports to	Company Secretary and General Counsel
Business unit	Office of the CEO
Location	The position is located primarily in Brisbane
Direct reports	N/A

Position details

SRA purpose	Sugar Research Australia invests in and manages a portfolio of research, development and adoption projects that drive productivity, profitability and sustainability for the Australian sugarcane industry. We have highly dedicated and passionate people working on industry-critical projects to deliver tangible value outcomes and impact for our industry stakeholders.
Business unit purpose	The primary responsibilities of the Office of the CEO include executing the SRA Board's vision and strategy for the organisation, managing the overall operations and resources of a company, and acting as the main point of communication between the Board of Directors and the corporate operations. The Company Secretary & General Counsel (CSGC) is part of the Office of the CEO. Governance and Compliance Officer reports into the Company Secretary & General Counsel and plays a key role in managing the smooth operation of the Company Secretarial and Legal Function.
Position purpose	The Compliance and Governance Officer provides support to the CSGC with impeccable professionalism, attention to detail, organisation, and highly effective communication skills. This role has access to confidential information and always requires absolute tact and discretion.
Key responsibilities include	• Assist in maintaining the compliance management and monitoring framework including the maintenance of compliance registeres and actions. • Perform compliance assessments to ensure SRA's business units understand and adhere to their compliance obligations. • Monitor, manage, and report on SRA compliance obligations, including those that relate to legislation, statutory funding agreements and policies. • Manage SRA's policies and procedures program to ensure that they are current and up to date. • Manage SRA's members register from a governance perspective including advising the CSGC and the CEO on members' eligibility requirements. • Assist in developing and providing training to employees on compliance related matters and work with the management to foster a culture of compliance across SRA. • Coordinate and organise the board's and committees' work plans to ensure that regular activities including budget, remuneration and audit programs are tabled before the relevant committee for endorsement and the board for approval. • Act as the CSGC's first point of contact, including reviewing high-level communications, disseminating correspondence and email correspondence to the CSGC to prioritise urgent and often sensitive matters and facilitate the timely and effective resolution of issues, while maintaining confidentiality of information.

	• Provide support to the CSGC in managing meetings, preparation of agendas, board papers, presentations, minutes, minute taking and ensuring post-meeting action items are followed up in a timely way. • Assist the CSGC in the review of board papers and board packs to ensure that the content is relevant and appropriate. • Administer a suitable electronic records management and filing system to ensure all company records, registers and legal records are kept and accessed appropriately in accordance with confidentially provisions and delegations. • Coordinate with the CEO's EA to ensure that events, travel and accommodation requirements of the Board and the CEO are organised. • Coordinate filings with the Australian Securities and Investment Commission (ASIC) as instructed by the Company Secretary. • Support the organisation of SRA's annual general meeting including the dissemination of the requisite notices to members in compliance with the Corporations Act and SRA's Constitution. • Document management for Board and Legal function documents as required. • Demonstrates commitment to fostering the continuous development of a safer, healthier and more sustainable workplace at SRA, in a way that would be expected for this position. • Adhere to SRA's policies, procedures, and Code of Conduct for Staff. • Assist the CSGC in managing SRA's insurance portfolio. • Any other duties as required from time to time.

Key success factors

Experience, knowledge and capabilities	**Essential** • Minimum of 5 years' experience in compliance and governance, including working as a compliance professional, and/or as a board administrator/assistant company secretary. • Demonstrated ability to work independently, use initiative and anticipate needs whilst applying exceptional time management and organisation skills, prioritisation capabilities, excellent problem-solving skills, and impeccable multi-tasking abilities. • Excellent communication skills with the ability to work in a business partnering capacity whilst maintaining independence. • Highly discrete with a good understanding of legal professional privilege and confidentiality. • A demonstrated collaborative, professional and confident style, with the ability to interact with stakeholders professionally and effectively at all levels, including internal staff, Board Directors, the CEO, Senior Management Teams, Industry Members, and Government/ other officials. • Advanced Microsoft Office skills including Word, Excel, PowerPoint and Teams with the ability to master the use of SRA specific software such as SAP (Concur) and MS Dynamics. • Experience working with platforms such as Board Effect or Diligent. • Working knowledge of ASIC filing requirements and deadlines. **Desirable** • 5+ years' experience in compliance and governance • Some experience working with ISO standards or similar certifications • Some experience in regulated sectors (e.g. banking and finance).
Qualifications, licences and training	**Essential** • A current manual driver's licence is required to drive SRA vehicles.

	• Demonstrated experience as a compliance and governance professional. **Desirable** • Tertiary qualifications in commerce, business or law or other related discipline • Completion of courses with organisations such as the Governance Institute of Australia or the Australian Institute of Company Directors.