

# Position Description



Powering a  
Bright Future

## Assistant Company Secretary

### Governance

#### Objectives

- To provide company secretarial support and advice to the TasNetworks Group.
- Assist the Lead Counsel Company & Compliance and the Company Secretary to maintain a compliant company secretarial function.
- To balance the needs of multiple stakeholders, including the negotiation of timelines for deliverables to ensure their expectations are met.
- Build and maintain effective relationships with the Board of Directors, senior leaders and external stakeholders.

#### Role Specific Accountabilities

- Support the Lead Counsel Company and Compliance and Company Secretary in management of corporate and regulatory reporting and record management requirements.
- Act as minute taker for Board Committees and subsidiaries as requested by the Lead Counsel Company and Compliance.
- Review and management of Board papers under the direction of the Lead Counsel Company and Compliance to ensure quality Board papers in a timely manner
- Provide governance support and advice to the TasNetworks Group.
- Work with Lead Counsel Company and Compliance and Company Secretary to prepare and lodge ASIC forms as and when required, and maintain Company Registers.
- Manage and coordinate the effective flow of information within the board, between the Board of Directors and its committees and between the Board of Directors, the CEO and the Executive team.
- Support the annual Board evaluation process, Director renewal and recruitment, Director induction and training.
- Develop and maintain the Board's yearly planner and ensuring key tasks are performed on time.
- Monitoring, reviewing and recording all incoming correspondence and e-mails, responding where appropriate, redirecting to appropriate officers for action, following up on the preparation of responses, and alerting the Lead Counsel Company and Compliance and Company Secretary to those matters that require attention/ action
- Contribute to the establishment of internal Company Secretariat procedures, guidelines and templates.
- Manage and monitor the use of board management software across the TasNetworks Group, including relationship management with the software supplier, providing support to software users and identifying training needs.
- Any other duties as reasonably directed by TasNetworks

TasNetworks and **you.**

## To be successful in this role

- Demonstrate competence in the use of relevant Software applications (Word, PowerPoint, Outlook and Excel) and web applications (Diligent)
- Demonstrate experience in company secretarial functions.
- Demonstrate understanding of the workings of government is desirable but not essential.
- Demonstrate strong planning, coordination and time management skills, including ability to plan for, and meet, corporate reporting and regulatory requirements.
- Demonstrate strong stakeholder management skills including the ability to influence
- Demonstrate high ethical standards and integrity in all working relationships, including being able to maintain strict confidentiality when required.
- Demonstrate exceptional customer service skills and a positive and proactive mindset
- Demonstrate strong written and oral communication skills including proven editing and report writing experience and ability to support board paper preparation to a high standard
- Demonstrate an ability to work autonomously, manage priorities and meet deadlines
- Demonstrate an ability to communicate effectively across all audiences, and organisational levels
- Hold a Diploma in business management or equivalent competence in an executive administrative environment
- Hold qualifications in Governance

### Reports to:

Lead Counsel,  
Company &  
Compliance

### Direct reports:

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### Approved:

April 2025

Our behaviours **be curious** **be brave** own it

