

Governance Support Officer

Full time permanent position

Work for a longstanding South Australian Organisation

NFP Salary packaging available



WHO WE ARE & WHAT WE DO:

St John Ambulance SA provides Health and Medical Services for many of South Australia's largest venues, such as Adelaide Oval, Adelaide Entertainment Centre, and Adelaide Showground. It is also the chosen provider for many major events on the SA calendar, including Schoolies Festival, Adelaide 500, and WOMAD.

For over 140 years, St John Ambulance SA has supported the South Australia community to help save lives and build community resilience to improve the safety and healthcare for all South Australians. In addition to Health & Medical Services, St John Ambulance SA also provides community care, delivers nationally accredited first aid training, and is the largest provider of first aid products and equipment.

OUR OPPORTUNITY

The Governance Support Officer will provide a high level of confidential support services to the Board, other committees and senior management. This will include the preparation and distribution of agendas and papers, meeting support may include minute taking and following up action items. There will also be an opportunity to support strategic projects and other tasks to support the effective governance of St John SA.

Duties include, but aren't limited to:

- Coordinating and distribution of Board and Committee papers.
- Calendar management.
- Coordinate resources and bookings for meetings.
- Support executive management.
- Project support.

TO BE SUCCESSFUL

- High level communication and interpersonal skills, in writing and verbally.
- Proven ability to develop and maintain working relationships and networks.
- Proven ability to set and meet deadlines, organise, co-ordinate and prioritise a large volume of work.
- Experience in dealing with sensitive issues with tact and diplomacy and maintaining confidentiality.
- Proven ability to work as an effective member of a team, whilst also working autonomously toward individual work goals.
- Ability to provide committee support and accurately recording and actioning meeting outcomes.
- Experience in using Microsoft office suite of technology.
- Experience undertaking projects and research will be highly regarded.
- Experience working in a not-for-profit and/or volunteering based organisation is desirable.

WHAT NOW?

Excited about this role? Then we invite you to apply with your updated resume and cover letter, a one-page summary application outlining your competencies, experience, and other relevant information that highlights suitability for the role via [Seek](#). For a Job and Person Specification, please visit St John Ambulance SA. Enquiries may be directed to the Executive Assistant, kerrilee.dennis@stjohnsa.com.au

St John SA values diversity in the workplace and is an equal opportunity employer.

Employment is dependent upon a Criminal History check that St John finds satisfactory, a valid and current Working with Children Check, and evidence of the right to work in Australia.

St John Ambulance Australia SA Ltd

ST JOHN AMBULANCE AUSTRALIA SA LTD

ABN 42 947 425 570

ACN 667 428 168

Head Office South Australia

85 Edmund Avenue Unley

South Australia 5061

T: 1300 78 5646

F: 08 8306 6995

W: stjohnsa.com.au

Job and Person Specification

Position Title:	Governance Support Officer
Department / Function:	Office of the CEO
Reports to:	Executive Assistant
Award/Common Law	Common Law
Classification – Grade:	n/a

About St John Ambulance South Australia

St John SA's vision is to create a safe, supported, engaged and resilient South Australian community

Our mission is to ensure the wellbeing of all South Australians is improved through St John SA's delivery of innovative, client centred, and evidence-based health, community and educational products and services. All of our work is underpinned by a professional network of volunteers and staff.

Our work in local communities encompasses health services, social connection programs, youth programs, first aid training and product sales, and supporting people during times of disaster – including bushfires and floods.

St John SA acknowledges and pays respect to Australia's Aboriginal and Torres Strait Islander Peoples, the traditional custodians of the lands, waterways and skies across Australia.

Position Summary and Requirements

The Governance Support Officer is responsible for providing high level confidential support services to the Board and other governance committees of St John SA. This will include the preparation and distribution of agenda and papers, meeting support including minute taking, and tracking and monitoring action items. The role will also provide support to internal meetings, strategic projects and undertake tasks to support the effective governance of the organisation.

Key Relationships

Number of Direct Reports:	<ul style="list-style-type: none">• nil
Key Internal Relationships:	<ul style="list-style-type: none">• Chief Commercial Officer• Executive and Managers• St John staff• St John SA Board
Key External Relationships:	<ul style="list-style-type: none">• St John Australia

Core Functions	Scope of Work
Board Coordination and Support	<ul style="list-style-type: none">• Coordinate and distribute Board papers in line with agreed timeframes.• Distribute meeting minutes within agreed timeframes.• Monitor action items arising from meetings.• Liaise and coordinate the attendance of any external invitees to Board meetings.• Manage the calendar of Board meetings.• Coordinate catering and other resources required for Board meetings.

	<ul style="list-style-type: none"> • Coordinate the use of external meeting sites as required • Support the Chair and CEO in relation to terms of reference, new Board members etc.
Sub-committee Coordination and Support	<ul style="list-style-type: none"> • Coordinate and distribute sub-committee papers in line with agreed timeframes. • Distribute meeting minutes within agreed timeframes. • Monitor action items arising from meetings. • Liaise and coordinate the attendance of any external invitees to sub-committee meetings. • Manage the calendar of sub-committee meetings. • Coordinate catering and other resources required for meetings. • Coordinate the use of external meeting sites as required • Provide coordination to national meetings when required.
Chief Commercial Officer Support	<ul style="list-style-type: none"> • Proactively manage the CCO diary and inbox and support prioritisation of work and meeting of deadlines. • Provide a professional and efficient first point of contact for the CCO • Prepare draft correspondence as required.
Administration	<ul style="list-style-type: none"> • Support internal meetings through coordination, minute taking and following up action items. • Support governance activities such as updating policy and procedures, maintain registers etc. • Undertake administrative activities to support the Office of the CEO.
Projects	<ul style="list-style-type: none"> • Provide project support to strategic projects. • Manage or participate in projects relevant to the CEO Office. • Support relevant corporate events, including AGM, investiture, rededication, awards
Workplace Health Safety and Welfare	<ul style="list-style-type: none"> • Proactively address safety and child protection matters. • Ensure work station is kept safe and tidy • Undertake workstation self-assessment on an annual basis. • Follow safe and health work practices at all times, including reporting of hazards and incidents immediately, and referring WHS issues and requirements to managers.

Knowledge Experience and Capabilities

- High level communication and interpersonal skills, in writing and verbally.
- Proven ability to develop and maintain working relationships and networks.
- Proven ability to set and meet deadlines, organise, co-ordinate and prioritise a large volume of work.
- Experience in dealing with sensitive issues with tact and diplomacy and maintaining confidentiality.
- Proven ability to work as an effective member of a team, whilst also working autonomously toward individual work goals.
- Ability to provide committee support and accurately recording and actioning meeting outcomes.
- Experience in using Microsoft office suite of technology.
- Experience undertaking projects and research will be highly regarded.
- Experience working in a not-for-profit and/or volunteering based organisation is desirable

Qualifications

- Qualifications in business, management or a related field will be highly regarded.
- First aid qualification (minimum of Provide First Aid) (or willingness to obtain)

Essential requirements

- Pre-employment medical is required prior to commencement
- Current South Australian Driver's License
- At times of peak work demand, may be asked to participate in some after-hours work (or flexible working hours including requirement to work on weekends and after hours)
- Interstate/intrastate travel may be required
- Must be prepared to relocate within St John should the need arise
- It is a requirement that this position undertake and hold a National Police Certificate and a current Working With Children Check both of which are acceptable to St John SA prior to the commencement of employment. Continued employment is subject to the maintenance of satisfactory checks.