



# Assistant Board Secretary

<b>Reporting to</b>	General Manager – General Counsel and Governance
<b>Classification/Band</b>	EL2
<b>Location</b>	Canberra, ACT or Sydney, NSW
<b>Duration</b>	Full-time/Part-time – Ongoing

## About the High Speed Rail Authority

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia.

The High Speed Rail Authority (the Authority), an independent corporate Commonwealth entity governed by an independent board, is leading the development and delivery of National High Speed Rail.

Line 1 of this nationally significant project would connect Newcastle to Sydney on a dedicated new railway using trains travelling up to 320km/h.

Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney.

As the proposed network expands, further regions and communities would be connected by high speed rail.

A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

The Authority's role includes providing policy and planning advice and recommendations to the Australian Government and undertaking research and evaluation in relation to the high speed rail network and corridor along the east coast.

National High Speed Rail will contribute to a number of key Australian Government priorities, including increased economic productivity, new housing options, regional economic and tourism development and contributing to net zero.

More information about the Authority and our work is available at: [www.hsra.gov.au](http://www.hsra.gov.au) .

## Primary purpose of the role

The purpose of this role during the Development Phase is to support the effective governance, coordination and operation of the Authority's Board and Committees.

## Key Responsibilities

This role will be responsible for:

### Board and Committee Support

- Coordinate the planning, preparation and delivery of Board and Committee meetings, including a heavy annual meeting schedule of approximately 25 meetings per year.
- Manage end-to-end Board and Committee processes, including preparation of agenda planning, paper coordination, meeting logistics, governance calendar, minutes and action tracking.
- Ensure the timely circulation of high-quality Board and Committee papers in accordance with governance requirements and deadlines.

### Governance and Advisory Support

- Review, refine and finalise Board and Committee papers for Board Secretary review, ensuring accuracy, clarity and compliance with governance standards.
- Assist in the development of governance-related content and papers in areas overseen by the Board Secretary.
- Support and assist in the delivery of continuous improvements in board papers and adoption of modern governance practices.
- Provide governance advice and support to internal stakeholders to support effective Board decision-making.

### Coordination and Stakeholder Engagement

- Act as a key point of contact for Board members, Committee members and senior executives on Board and Committee matters.
- Ensure effective coordination between internal teams to support the smooth operation of Board and Committee activities.
- Support Audit and Risk Committee meetings and other specialist committees as required.

### Deputy Responsibilities

- Act as deputy to the Company Secretary when required, including providing continuity of Board operations during periods of absence.

## Knowledge, Experience and Skills

The below table shows the technical and core professional capabilities required for this role, as well as the skills and experience needed to fulfill the relevant capabilities:

Capability	Skills and experience, with the ability to:
<b>Technical Capabilities</b>	
<b>Qualifications &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Graduate Diploma of Applied Corporate Governance, Governance Institute of Australia desirable but not essential</li> <li>• Graduate in law, business or commerce preferred with strong administration skills</li> <li>• 3-6 years practical experience of company secretarial duties within an organisation</li> <li>• Experience drafting board minutes is essential</li> </ul>

**Job Specific & Technical Capabilities**

- Demonstrated experience in a board secretariat, company secretariat or governance role within a complex organisation.
- Sound knowledge of corporate governance principles and Board and Committee processes.
- Strong organisational skills with a high level of attention to detail.
- Ability to manage competing priorities and work to tight deadlines in a high-pressure environment.
- Well-developed written communication skills, including experience drafting and reviewing Board-level documentation.
- Experience supporting Audit and Risk Committees and/or other specialist Board committees.
- Legal qualifications and/or governance qualifications (e.g. Chartered Governance Institute / Governance Institute of Australia).
- Experience in a public sector, regulated or infrastructure environment.
- Demonstrates professionalism, discretion and sound judgement when dealing with sensitive and confidential matters.
- Builds effective working relationships with senior executives, Board members and external stakeholders.
- Operates with autonomy while working collaboratively as part of a small, high-performing governance team.
- Demonstrates a strong interest in governance and a commitment to continuous professional development.

**Core Capabilities as a leader at the Authority**

<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>• Inspires a sense of purpose and direction</li> <li>• Focuses strategically</li> <li>• Harnesses information and opportunities</li> <li>• Shows judgement. Intelligence and commonsense</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Builds organizational capabilities and responsiveness</li> <li>• Marshals professional expertise</li> <li>• Steers and implements change and deals with uncertainty</li> <li>• Ensures closure and delivers on intended results.</li> </ul>
<b>Productive working relationships</b>	<ul style="list-style-type: none"> <li>• Nurtures internal and external relationships</li> <li>• Facilitates cooperation and partnerships</li> <li>• Values individual differences and diversity</li> <li>• Guides, mentors and develops people</li> </ul>
<b>Personal Drive and Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates high levels of public service professionalism and probity</li> <li>• Engages with risk and shows personal courage</li> <li>• Commits to action</li> <li>• Displays resilience</li> <li>• Demonstrates self-awareness and a commitment to personal development</li> </ul>

## Behavioural Indicators

The following behavioural indicators are key attributes that will be required for this role to succeed

<b>Collaboration</b>	<ul style="list-style-type: none"><li>• Develops and maintains a network with others internally and externally.</li><li>• Consults, promotes open discussion with stakeholders and ensures they are kept informed or progress and issues.</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• Adheres to the APS Values and Code of Conduct and consistently behaves in an honest. Ethical and professional way</li><li>• Makes decisions for the corporate good without favouritism or bias; places the aims of the organisation above personal ambitions.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Translates information for others and focuses on clearly communicating key points</li><li>• Persuasive and presents rationale with relevant and suitable supporting evidence.</li></ul>
<b>Efficiency</b>	<ul style="list-style-type: none"><li>• Evaluates projects and business processes to understand critical factors for success.</li><li>• Maintains focus on quality to achieve key outcomes.</li></ul>

## Key Stakeholders

Relationship	Relationship requirements and objectives
<b>Internal</b>	<ul style="list-style-type: none"><li>• General Counsel and Board Secretary</li><li>• CEO and Senior Leadership team</li></ul>
<b>External</b>	nil

## Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Qualification:** Degree or equivalent working experience.
- **Pre-Employment Screening:** Police check is a mandatory requirement check
- **Security Clearance:** Baseline Clearance

## HSRA Values

 Australian Government  
High Speed Rail Authority

# Our Values



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### Safety and wellbeing

We take responsibility to ensure that how we work and what we deliver will be safe. We recognise the importance of wellbeing for our staff and the wider team and will ensure we create a culture where people thrive.
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### Team work and respect

Our people and our culture drive our success. We value diverse perspectives and treat every individual with respect, kindness and consideration. We work together to leverage each other's strengths, share ideas and overcome challenges, creating a positive and productive work environment.
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### Accountability and integrity

We take responsibility for our actions and honour our commitments. We foster a culture of honesty, transparency and ethical decision-making to build trust and respectful relationships.
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### Agile and learning

We are efficient and undertake rapid issue resolution to inform timely decision-making. We have an openness to learn, develop and embrace change.
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### Impact and innovation

Our work is meaningful and will make a lasting positive impact for all Australians. We are committed to using our skills and talents to solve problems and create a better and more sustainable future. We promote creative and forward-thinking ideas and solutions.