



## Position Description

### Corporate Governance Manager

<b>Reports to:</b>	Chief Operations Officer
<b>Position type:</b>	Permanent Full-time
<b>Location:</b>	Melbourne, Sydney, or Hong Kong
<b>People Management:</b>	Not applicable

## Position Purpose

This position is responsible for implementing fit-for-purpose governance systems and processes to ensure Carbon Growth Group meets its governance obligations in an effective and timely way. The role provides support to a range of stakeholders including:

- Carbon Growth Group trust boards and management entities;
- Carbon Growth Group three investment Funds and risk, investment and investor advisory Committees;
- Carbon Growth Group clients, shareholders and other key stakeholder groups;
- Colleagues within the organisation (legal, compliance, finance etc).

## Main Tasks & Responsibilities

- Full Board, Committee, Shareholder meeting support including setting agendas, preparing meeting papers and packs, attending and minuting meetings, following up of actions and the maintenance of meeting schedules.
- Providing the services of a company secretary including corporate registry maintenance, preparation of minutes and resolutions, maintaining shareholder agreements and drafting and lodgement of ASIC forms and ancillary documents.
- Drafting governance related documents including corporate governance frameworks, key policies and procedures, committee charters and terms of references, annual reports as required.
- Contributing to risk, compliance and governance reviews and identifying opportunities for improving processes and systems across CGG. Lead in implementing these when agreed.
- Providing considered and reliable advice to Directors and the Executive in relation to a broad range of governance, statutory compliance and regulatory issues.
- Working alongside the operations and investment teams and Fund Administrator (Apex Group) to support Fund administration and governance.

## Skills, Knowledge & Experience

- Sound knowledge of good corporate governance principles
- Demonstrated experience with high-level secretariat and reporting at Board level
- Highest integrity, ethics, and a commitment to a positive and inclusive culture.
- The ability to work independently, with at times minimal supervision/support.
- An egalitarian spirit, willing to do what's needed to thrive in a rapidly growing business.
- Well-developed written and verbal communication skills, including preparation and delivery of presentations, proposals, and reports
- Attention to detail and quality

## Qualifications

- Relevant tertiary education and qualifications in related field, or equivalent knowledge and skills developed through professional experience
- Post-graduate qualifications in corporate governance (*highly desirable*)
- Governance Institute of Australia membership, or similar (*highly desirable*)

**Please note:** This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties and responsibilities.

**Carbon Growth Group are an Equal Opportunity Employer who provide and promote an inclusive work environment.** We embrace the diverse talent of people and treat each other fairly and with dignity regardless of race, gender, nationality, ethnic origin, religion, age, sexual orientation, or beliefs.

## Acknowledgement

I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position.

SIGNED BY

Employee ..... Date .....