



# Company Secretary - Company Law

## Role and the Person

### Function (Dept) Purpose:

To ensure a consolidated and comprehensive response to Corporate-law-related issues

### Role Purpose:

To provide responsive Corporate Secretarial services

### The Key Expectations of the Role:

- Compliance fulfilment without risk
- No compliance surprises
- Access to responsive legal (Company Law related) competence

### The Competencies required to effectively take on this role:

- Familiarity with wide range of Corporate Laws, procedures, precedents, and practices
- Communication skills (both oral and written)
- Inter-personal skills
- Systematic in approach to work
- Networked for influence and intelligence
- Resourceful
- Sensitivity to evidence-based-change of hypotheses\*

### Person

- Qualified Company Secretary
- Work experience of 2 to 3 years