Governance Officer

POSITION NO 0042985

SALARY UOM7 - $98,402 - $106,519 (pro rata for part time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Rosy Peake
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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Position Summary

This role plays an important role in contributing to the academic governance of the University by providing effective governance support for designated committees, providing advice on policy implementation related to committees the role supports, ensuring that delegations are observed, that their business is managed accurately and efficiently and that regular reporting requirements are met.

This role also provides advice and support to the General Manager Academic Governance and Academic Secretary in ensuring good governance practice, including internal and external reviews, and the implementation of relevant regulation, for example, student academic misconduct hearings and appeals.

This role also provides advice to the University community on the application of the University’s legislation and policy framework, assists with the management of Academic Board elections and induction, and develops and maintains the University Governance website.

Reporting line: General Manager Academic Governance and Academic Secretary
Direct reports: None

1. Key Responsibilities

- Support designated governance committees in exercising their roles and delegated responsibilities, including the provision of agendas, coordination of papers and reports, and preparation of minutes.
- Interpret, apply, and explain policies and complex rules arising from university legislation.
- Provide support in the development and implementation of policy, and understand and communicate interrelationships between a range of diverse policies.
- Provide advice and information to Board members, and members of the University community about the operations of the Board and its committees, as well as relevant University legislation, policy and protocols.
- Provide advice to the University community on governance policy and matters, in particular on the role of the governing bodies and their committees and on the interpretation and application of University legislation, policy and protocols.
- Support the General Manager Academic Governance and Academic Secretary in the conduct of governance training.
- Ensure that matters approved are appropriately communicated to the University community after the approval process has been completed.
- Work with colleagues across the University to support implementation of governance decisions and the implementation of relevant processes.
- Develop and maintain the University Governance website as a strategic governance communication tool.
- Support the General Manager Academic Governance and Academic Secretary with special projects as required.
2. Selection Criteria

21 ESSENTIAL

- A degree and governance experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge of university governance, legislation, and policy frameworks.
- Demonstrated experience in interpreting, applying and explaining policies, guidelines, procedures and complex rules.
- Demonstrated high level presentation and written communication skills, including the ability to write minutes, briefing papers and responses to correspondence.
- Outstanding attention to detail and the ability to ensure accuracy and to identify and rectify errors.
- Excellent interpersonal skills, with ability to work collaboratively with internal and external stakeholders, including those at the most senior levels of the University.
- Demonstrated ability to maintain high levels of confidentiality.
- Demonstrated high level critical thinking, creative problem solving and analytical skills plus the ability to distil complex information and produce quality reports and presentations.
- Ability to work in a team environment and autonomously, and to follow through on tasks to completion with moderate supervision in accordance with standard operating procedures and systems.
- Demonstrated ability to prioritise workloads and act effectively to complete tasks within strict timelines.
- High level of proficiency in the use of standard application software such as the Microsoft Office suite.

22 OTHER JOB RELATED INFORMATION

Operational requirements may influence the timing of annual leave.

3. Job Complexity, Skills, Knowledge

31 LEVEL OF SUPERVISION / INDEPENDENCE

No. of direct reports: 0
No. of indirect reports: 0

32 PROBLEM SOLVING AND JUDGEMENT

Significant

33 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Significant
34. BREADTH OF THE POSITION

Whole of University

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

61. STRATEGY AND CULTURE

The Strategy and Culture portfolio includes five teams:

- **University Governance**: Provides expert advice and governance support to the University Council and its subcommittees and the University Executive. The Academic Board Secretariat within the Governance team provides expert advice and governance support for the Academic Board, which is a committee of Council established under the University of Melbourne Act with delegated oversight of academic policy and quality. University Governance also oversees the University’s regulatory framework.
• **Strategy, Planning and Performance**: Oversees the development of the University strategic plans and enabling plans, and their integration and implementation through the academic and business planning framework. SPP also is responsible for monitoring and reporting on performance, including institutional rankings and international benchmarking, and undertaking institutional research and business analysis.

• **Policy and Government Relations**: Provides analysis and insight regarding public policy related to the work of the University, develops and advocates policy positions and coordinates and supports the University's relationships with Government.

• **Community and Cultural Partnerships**: Spans the strategic leadership of the University’s place-based engagement priorities, including campus neighbourhoods, Melbourne’s west and the Goulburn Valley; and cultivating relationships with key community and civic partner organisations, including several organisations working to advance Indigenous development. The team also has oversight of the development of the cultural estate plan and cultural affiliates and departments such as the Potter Museum, Melbourne Theatre Company and Science Gallery.

• **Communications and Marketing**: The University’s Communications and Marketing function provides strategic, advisory and operational services to support the academic mission and the University strategy. It fosters a culture of best practice and collaboration across the University’s communication and marketing teams and stakeholders and uses data-driven insights to inform decision-making across the University.

### The University of Melbourne

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

### ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

64 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance