



## POSITION DESCRIPTION

**Melbourne Medical School**  
Faculty of Medicine, Dentistry and Health Sciences

### Governance Manager

<b>POSITION NO</b>	0062972
<b>CLASSIFICATION</b>	UOM 8
<b>SALARY</b>	\$119,742 - \$129,607 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Silvia De Bono Tel +61 3 8344 4533 Email <a href="mailto:silvia.de@unimelb.edu.au">silvia.de@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

The Governance Manager is responsible for providing high level and expert governance advice including the interpretation and application of regulations, policies, rules and procedures to the Head of School, School Manager and members of the Melbourne Medical School (MMS). The incumbent will have extensive experience and knowledge in developing and enhancing governance models within complex organisations.

The School is in the preliminary stages of the redesign of its existing governance framework including the review of the operation of all senior school-level committees. The role will provide authoritative advice on best practice to establish and refine governance structures and processes to provide a flexible and sustainable operational governance model that supports engagement, transparency, accountability and decision-making across the School.

The incumbent will provide high level executive support on a number of senior school-level committees and working groups chaired by the Head of School and members of the School leadership team.

The incumbent will support the implementation of consistent and streamlined governance processes across committees and working groups within MMS through provision of guidance, training and shared resources, including templates.

The incumbent will report to the Executive Officer, MMS and will work closely with the School Manager and School leadership team.

### ***1. Key Responsibilities***

- ▶ Provide authoritative advice and guidance to the Head of School, School Manager and School leadership team to enable the development of best practice models for governance and committee support.
- ▶ Lead the implementation of the new MMS governance framework across the School and its departments, establishing systems and processes that support consistent and streamlined processes, increase efficiency and standardise reporting requirements.

- ▶ Manage governance processes including writing and reviewing governance documents (e.g. terms of reference), local operating rules, procedures, reports and various communications, as needed.
- ▶ Liaise with the Faculty Governance Manager, University Governance Advisor and Policy Stewards, as needed in relation to Faculty, Council and University Executive matters including the clarification, review and input to policies.
- ▶ Provide advice to the School leadership team to facilitate development and implementation of local operating rules within local organisational units that support adherence and compliance to University policies, processes, and regulations.
- ▶ Undertake research, synthesising information, and drafting discussion papers on key initiatives for committees and working groups, in addition to providing high level policy advice, briefing materials and information on significant matters with respect to governance issues.
- ▶ Provide high level coordination by being a point of contact, maintaining professional and effective communications and working relationships with chairs, members and key internal (e.g. Faculty and University Executive and wider University community) and external stakeholders (e.g. Health Service partners) through relevant communication mediums (e.g. email, websites) as needed.
- ▶ Provide high level executive support to School-level committees and working groups including procedural advice to the Chair and members regarding University governance and compliance obligations, preparation of agenda, minutes, meeting papers, maintenance of committee memberships and follow up of action items.
- ▶ Effective management and communication of the School's overall annual governance cycle liaising with Committee and Working Group Chairs to set meeting dates, facilitate meeting venues, review terms of reference, appoint committee secretaries, call for membership, organise student representation and manage related communications to ensure appropriate alignment to the relevant School, Faculty and University committee deadlines.
- ▶ Develop and where appropriate deliver governance-related training and induction programs across the School through the initiation of a community of practice.
- ▶ Maintain a sound knowledge of current University policy and procedures and provide compliance and governance advice to members of the School.
- ▶ Undertake projects and other duties as directed by the Supervisor, School Manager, and Head of School as commensurate to the role's classification.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A postgraduate qualification or progress towards graduate qualifications and extensive relevant experience in governance related roles; or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated leadership experience in governance administration related to supporting senior boards or committees.
- ▶ Previous experience interpreting and applying statutes, policies and procedures related to University, government or not for profit governance.

- ▶ Demonstrated high level organisational skills and an ability to strategically prioritise workloads with demonstrated ability to work effectively both independently and as part of a team managing and delivering on-time, consistent, high-quality services, projects and initiatives, often with competing deadlines.
- ▶ Demonstrated ability to communicate effectively, both orally and in writing, to a high standard and with proven extensive experience producing high-level business and project reports, meeting papers and associated business correspondence and documentation.
- ▶ High level interpersonal and influencing skill, including the demonstrated ability to build and maintain relationships with internal and external stakeholders and successfully build networks, to collaborate, consult and negotiate, exercise sound judgement and work effectively with a range of senior management and relevant external stakeholders. This includes exercising confidentiality and discretion when dealing with sensitive matters.
- ▶ Demonstrated research, problem solving and analytical skills with a proven ability to apply professional expertise and knowledge to offer insightful recommendations to support evidence-based decision making and solutions to complex problems.
- ▶ Proven ability to take innovative approaches leading to continuous improvement with respect to processes, including the implementation of new systems of working.
- ▶ Demonstrated experience with a range of different computer systems including the MS Office suite of applications (especially Outlook, Word, Excel and PowerPoint) as well as databases.

## 2.2 DESIRABLE

- ▶ Demonstrated understanding of higher education and knowledge of the higher education sector.
- ▶ An understanding of legislation regarding Governing Bodies of universities within Australia.

## 2.3 OTHER JOB RELATED INFORMATION

- ▶ Occasional work out of ordinary hours, travel, etc.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position operates under the broad direction of the Executive Officer, Melbourne Medical School. The position exercises a significant degree of autonomy and is expected to work independently on achievement of role objectives. The incumbent is expected to independently provide advice and guidance concerning Faculty and University policies with regards to governance across the School.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

A high level of professional autonomy, judgement and decision making is essential to this position. The Governance Manager is expected to seek all available information to be able to develop alternative courses of action as needed. The Governance Manager holds a pivotal role in providing advice and guidance to the School leadership team on

governance matters, requiring the incumbent to develop extensive knowledge of and apply a range of relevant University and Faculty policies and procedures to ensure compliance.

The incumbent requires a considerable degree of tact, diplomacy and professionalism to communicate with a wide range of senior stakeholders, including members of the School leadership team, Faculty and University Committee representatives and health service partners.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent is expected to develop a comprehensive understanding of University policies and procedures related to governance matters.

The incumbent is required to develop an in-depth knowledge of the organisational structure, policies and procedures of the School, Faculty and the University.

The incumbent is expected to gain an understanding of the issues and policies affecting the health sector as they relate to the governance responsibilities of the role.

### **3.4 BREADTH OF THE POSITION**

The incumbent is required to interact with a wide range of stakeholders and effectively and appropriately interact with staff across the University, as well as with external stakeholders including health service and industry partners.

## ***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

### 6.1 MELBOURNE MEDICAL SCHOOL

[www.medicine.unimelb.edu.au](http://www.medicine.unimelb.edu.au)

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice and Primary Care;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics, Gynaecology and Newborn Health;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,076 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to

translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. The new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion>

MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

## 6.2 FACULTY OF MEDICINE DENTISTRY AND HEALTH SCIENCES

<https://mdhs.unimelb.edu.au/>

The Faculty of Medicine, Dentistry and Health Sciences is Australia's pre-eminent medical, health sciences and biomedical faculty and is recognised for its research, teaching, training, and policy leadership across all these fields.

The Faculty employs more than 3,000 staff, attracts more than 8,300 students each year and comprises six schools; 37 departments, centres and institutes; and 160 courses.

A large portion of our workforce work in hospital-based departments. We also have over 5,000 honorary staff including hospital-based staff and those in partner research institutes. Our people publish more than 10,000 peer reviewed publications every year and more than 50% of these include an international co-author.

In 2022 our research income was approximately \$400M, comprising over 62% of research income for the University of Melbourne and conducting approximately 47% of all research across the University.

We are Australia's overall leader in clinical and health, ranked 20th globally in 2024 by the Times Higher Education World University Rankings.

The University educates more health professionals, graduates, research and higher degree students and attracts more national competitive funding than any other Australian university. The Faculty offers a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Surgery (DDS), and the Doctor of Physiotherapy (DPT) in addition to a range of graduate level programs such as the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology.

Over 1,400 graduate research students conduct research supervised by over 2,300 staff and honoraries across the Faculty's six schools and in affiliated health services and research institutes. University departments are embedded in a range of health services including the Austin Hospital, Northern Hospital, The Royal Melbourne Hospital, St Vincent's Hospital, The Royal Women's Hospital, The Royal Children's Hospital, Western Hospital, Mercy Hospital and rural partners such as Goulburn Valley Health.

Our strategic plan, Advancing Health 2030, sets out a unifying vision for the Faculty to meet the challenges of a changing world and continue to make an impact on the health and wellbeing of our communities. The strategy has been designed to support and bring to life the University's overall Advancing Melbourne strategy. Read more at <https://mdhs.unimelb.edu.au/advancing-health-2030>

### 6.3 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>

### 6.4 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.

## 6.5 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>